

Request for Payment Records

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a copy of my payment records. I would like to obtain information regarding all transactions made from [start date] to [end date]. This information is important for my personal records and financial planning.

Please let me know if there are any forms or identification required to process this request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]