

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a copy of my loan payment history for the account associated with my name, [Your Account Number or Loan Number], from [Start Date] to [End Date].

This information is needed for my personal records and to ensure that all payments have been accurately recorded.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]