

Demand for Historical Billing Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a historical billing statement for my account (Account Number: [Insert Account Number]). According to my records, I have not received a complete billing history, which I require for my personal financial management.

Specifically, I request a detailed statement of all transactions, payments, and balances from [Start Date] to [End Date]. Please ensure that this statement includes all relevant information to assist in my review.

According to [specific regulation or agreement, if applicable], I believe I am entitled to this information, and I would appreciate your prompt attention to this matter. If you require any additional information to process my request, please do not hesitate to contact me at the above phone number or email address.

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

Sincerely,

[Your Name]