

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Accounts Payable Department
Company Name
Company Address
City, State, Zip Code

Dear Accounts Payable Team,

I hope this message finds you well. I am writing to formally request historical accounts payable records for my account associated with [Your Account Number/Reference]. This information is essential for our internal auditing process and to ensure the accuracy of our financial records.

Specifically, I would like to obtain the following records:

- Invoices issued between [Start Date] and [End Date]
- Payment history for the selected period
- Any outstanding balances or discrepancies

We appreciate your prompt attention to this matter and kindly request that you provide the aforementioned documents by [Desired Response Date]. If you require any further information to process this request, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,
Your Name
Your Position (if applicable)
Your Company Name (if applicable)