

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

## **Subject: Request for Invoice History and Payment Dispute Resolution**

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the complete history of invoices associated with my account ([Your Account Number/Identifier]) for the period of [Specify Time Frame]. This request is in relation to a recent payment dispute concerning invoice number [Invoice Number].

To facilitate a timely resolution, I would appreciate it if you could provide the following information:

- Copies of all invoices issued during the specified period.
- Payment records corresponding to these invoices.
- Any correspondence related to the aforementioned invoice dispute.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or require further information.

Sincerely,

[Your Name]