

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Department]
[Company Name]
[Company Address]

Subject: Request for Specific Dates of Previous Late Transactions - Account No: [Your Account Number]

Dear Customer Service Team,

I am writing to formally request a detailed list of all late transactions recorded on my account for the period between [Start Date] and [End Date].

Specifically, please provide a report or letter that includes:

- The exact dates the payments were due.
- The exact dates the payments were received/posted.
- The number of days each payment was past due.
- Any late fees or penalties associated with these specific dates.

I require this information for my personal records and to ensure my account history is accurate. Please send this documentation to my email address listed above or to my mailing address within [Number] business days.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]