

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Institution/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Military Service Verification

I hope this letter finds you well. I am writing to request verification of military service for [Service Member's Name], who served in the [Branch of Military] from [Start Date] to [End Date].

Please provide any available information regarding the service member's enlistment dates, discharge status, and any notable accomplishments during their service. This information is required for [specific reason for verification, e.g., employment application, benefits eligibility, etc.].

I appreciate your assistance in this matter and look forward to your prompt response. If you need any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]