

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

Dear [Recipient's Name],

Subject: Application for Military Benefits

I am writing to formally apply for military benefits as [a veteran/service member/eligible dependent] under [specify program or act, e.g., the GI Bill, VA Benefits, etc.].

I served in [Branch of Military] from [start date] to [end date] and was honorably discharged. My service number is [Service Number]. Enclosed are copies of my discharge papers (DD Form 214) and any other necessary documentation required for the application process.

I respectfully request that you process my application for benefits at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]