

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

Dear [Recipient Name],

Subject: Military Service Verification for [Veteran's Name]

I am writing to formally recognize and verify the military service of [Veteran's Name], who served in [Branch of Service] from [Start Date] to [End Date]. [Veteran's Name] dedicated [his/her/their] life to protecting our country and has demonstrated exemplary commitment to [his/her/their] service.

Details of Service:

- **Rank**: [Rank]
- **Service Number**: [Service Number]
- **Dates of Service**: [Start Date] to [End Date]
- **Military Unit**: [Unit Name/Number]

In addition to [his/her/their] service, [Veteran's Name] has [mention any awards, honors, or contributions relevant to the veteran's service].

Should you require additional documentation or verification of [Veteran's Name]'s service, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for recognizing the sacrifices made by our veterans.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Organization, if applicable]