

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Defense Finance and Accounting Service

[Relevant Department/Office]
[P.O. Box/Street Address]
[City, State, Zip Code]

Subject: Inquiry Regarding DFAS Benefits

Dear [Recipient's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to inquire about my benefits related to [specific program or circumstance, e.g., military retirement, disability compensation, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last Four Digits]
- Service Branch: [Your Service Branch]
- Service Number: [Your Service Number, if applicable]

I would appreciate it if you could provide me with information regarding [specific questions or details you need about your benefits].

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

Sincerely,
[Your Name]