

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

Department of Defense
Defense Finance and Accounting Service
[Office Address]

[City, State, Zip Code]

Subject: [Brief Description of Issue]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address my concerns regarding [specific issue, e.g., payment discrepancies, request for information, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Military Service Number: [If applicable]
- Contact Number: [Your phone number]

[Briefly explain the issue you are facing, including relevant dates, amounts, and any previous correspondence related to this matter. Be concise and clear.]

I would appreciate your prompt attention to this matter and look forward to your reply. Please feel free to contact me at [your phone number] or [your email] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]