

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

Defense Finance and Accounting Service (DFAS)

[DFAS Address]
[City, State, ZIP Code]

Subject: Documentation Request

Dear Sir/Madam,

I am writing to request the following documentation related to my account with DFAS:

1. [Specific document or information needed]
2. [Any additional documents or information if necessary]

My identifying information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Account Number: [Your Account Number, if applicable]

Please let me know if you require any further information or documentation from my side to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]