

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

Defense Finance and Accounting Service

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

Subject: Inquiry Regarding [Specific Issue]

Dear DFAS Customer Service,

I hope this letter finds you well. I am writing to inquire about
[specific issue or question], which I believe requires your attention.

My details are as follows:

- Name: [Your Full Name]
- SSN: [Your Social Security Number]
- Rank/Service: [Your Rank/Service Branch]
- Contact Information: [Your Phone Number and/or Email Address]

[Describe the issue or inquiry in detail, providing any relevant
information, dates, and context necessary to understand your request.]

I would appreciate your assistance in resolving this matter. If further
information is required, please do not hesitate to contact me at the
provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position, if applicable]