

[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: Verification of Payment/Employment

To Whom It May Concern,

I am writing to request verification of my employment and payment details from the Defense Finance and Accounting Service.

Below are my details:

- Name: [Your Full Name]
- Social Security Number: [XXX-XX-XXXX]
- Dates of Employment: [Start Date] to [End Date]
- Position: [Your Job Title]
- Reason for Verification: [Specify reason, e.g., mortgage application, loan application]

Please find attached any supporting documents relevant to this verification request. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

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