

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Department of Defense Finance and Accounting Service (DFAS)]
[Recipient Address]
[City, State, Zip Code]
Subject: Notification of [Specific Issue or Request]
Dear [Recipient Name],
I hope this letter finds you well. I am writing to formally notify you regarding [briefly describe the issue or request, e.g., "a discrepancy in my pay statement," "a request for benefits," etc.].
[Provide detailed information about the issue, including relevant dates, account numbers, or transaction IDs.]
I kindly request that you review this matter and provide guidance on how to proceed. Please let me know if you require any additional information or documentation from my end.
Thank you for your attention to this important matter. I look forward to your prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your DFAS Account Number (if applicable)]