

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

Defense Finance and Accounting Service

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

Subject: Payment Dispute - [Your SSN or Account Number]

Dear DFAS Customer Service,

I am writing to formally dispute a payment issue related to my account ([Your SSN or Account Number]).

Details of the dispute:

- Payment Date: [Date of Payment]
- Amount Disputed: [Amount]
- Reason for Dispute: [Brief description of the issue]

I have attached the following documents to support my claim:

1. [Document Name/Description]
2. [Document Name/Description]
3. [Document Name/Description]

Please investigate this issue and provide a resolution at your earliest convenience. I would appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]