

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

Defense Finance and Accounting Service

[Appropriate DFAS Address]

Subject: Response to Inquiry - [Your Reference/Account Number]

Dear [DFAS Representative's Name or "To Whom It May Concern"],

I am writing in response to your letter dated [date of DFAS letter]
regarding [briefly state the purpose of the original letter].

[Provide a brief explanation or clarification related to your inquiry,
issue, or request. Include relevant details such as dates, amounts, or
transactions.]

I appreciate your attention to this matter and request that you [state
any specific requests or actions you are seeking from DFAS].

Thank you for your assistance. I look forward to your prompt response to
resolve this issue.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]