

[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: DFAS Support Request

Dear DFAS Support Team,

I hope this letter finds you well. I am writing to request assistance regarding [specific issue or inquiry, e.g., "my military pay statement," "incorrect deductions," etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Last four digits of SSN]
- Service Branch: [Your Branch of Service]
- Pay Account Number: [Your Pay Account Number, if applicable]

I have encountered the following issue: [provide a brief description of the issue, including any relevant dates, amounts, or items].

I would appreciate your prompt assistance in resolving this matter. If you require any additional information or documentation, please let me know, and I will provide it as soon as possible.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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