

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

[Recipient's Name]  
[Department of Defense Finance and Accounting Service (DFAS)]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DFAS Documentation

I hope this letter finds you well. I am writing to formally request the necessary documentation from the Department of Defense Finance and Accounting Service (DFAS) regarding [specific information or documentation required, e.g., military pay records, pension details, etc.].

As a [your relationship to the military, e.g., veteran, service member, family member], it is imperative for me to obtain this documentation for [reason for request, e.g., tax purposes, personal recordkeeping, etc.]. Please find attached the relevant identification and any supporting documents required to process my request. If you require any further information or additional documentation, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

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