

[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: Inquiry Regarding DFAS Account

Dear DFAS Representative,

I hope this message finds you well. I am writing to inquire about my DFAS account, specifically regarding [briefly describe the issue or question, e.g., discrepancies in account balance, recent transaction inquiries, etc.].

My account details are as follows:

- Name: [Your Full Name]
- Social Security Number: [Last four digits]
- Account Number: [Your DFAS Account Number]

[Include any additional information or specific questions you may have regarding your account.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]