

[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: Submission of Documentation for [Specific Purpose]

Dear DFAS Representative,

I am writing to submit the necessary documentation regarding [specific purpose, e.g., "my pay inquiry", "my retirement benefits adjustment", "my travel reimbursement", etc.].

Enclosed you will find the following documents:

1. [Document 1 - e.g., "Completed Form DD-214"]
2. [Document 2 - e.g., "Copy of My Latest Pay Stub"]
3. [Document 3 - e.g., "Supporting Statement"]

I kindly request your assistance in processing this submission at your earliest convenience. Should you require any additional information or clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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