

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

Defense Finance and Accounting Service
[Department/Division/Address]
[City, State, Zip Code]
Subject: Request for [Specific Request Type]

Dear DFAS Representative,

I am writing to formally request [specific request type] related to my account. Below are the details necessary for processing my request:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN]
- Pay Account Number: [Your Pay Account Number]
- Contact Information: [Your Contact Information]
- Specific Request Details: [Provide details about your request]

Please let me know if you require any additional information to process my request. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]