

[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 for [Brief Description of Purpose, e.g., "Retirement Pay Update"]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to submit the necessary documents for [specific purpose, e.g., "my retirement pay update"]. Please find enclosed the following documents:

1. [Document 1]
2. [Document 2]
3. [Document 3]

My personal information is as follows:

- Full Name: [Your Full Name]
- Social Security Number: [Your SSN or last four digits]
- Service Branch: [Your Service Branch]
- Claim Number (if applicable): [Your Claim Number]

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

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