

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

[Date]
[Recipient Name]
[Title]

Defense Finance and Accounting Service (DFAS)

[Office Address]
[City, State, ZIP Code]

Dear [Recipient Name],
Subject: Letter of Intent

I am writing to express my intent to [state your purpose, e.g., apply for a position, propose a partnership, etc.] with the Defense Finance and Accounting Service (DFAS). I am excited about the opportunity to [briefly mention what you hope to achieve or contribute].

[Provide a brief background about yourself, relevant experiences, and why you are interested in DFAS. Highlight any specific skills or qualifications that make you a suitable candidate.]

I believe that [mention how your goals align with DFAS's mission or objectives]. I am keen to bring my expertise in [relevant skills/experience] to your esteemed organization.

Thank you for considering my letter of intent. I look forward to the possibility of discussing this opportunity further.

Sincerely,

[Your Name]
[Your Title/Position] (if applicable)