

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

Defense Finance and Accounting Service (DFAS)

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

Subject: [Subject of Correspondence]

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

I am writing to [briefly state the purpose of your correspondence, including any reference numbers or account details if applicable].

[Explain the issue or request in detail. Be clear and concise, providing any necessary information.]

[Include any additional information or documentation that may support your request or clarify your situation.]

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]