

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

Defense Finance and Accounting Service

[Specific DFAS Address]
[City, State, Zip Code]

Subject: [Brief Description of Purpose]

Dear [Recipient's Name/Title],

I hope this letter finds you well. I am writing to [state the purpose of your letter].

[Provide detailed information or context related to your purpose. Include any relevant identification numbers, dates, or additional documentation if necessary.]

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]