

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

DLA (Defence Logistics Agency)
[Address of DLA Office]
[City, State, ZIP Code]
Subject: Support for DLA Form Submission

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to support my application for the DLA [specific form name or number], which I have submitted on [submission date].

I am [briefly introduce yourself and your affiliation or reason for the application]. I am seeking assistance with [briefly mention the purpose of your DLA form submission].

In support of my application, I have included [mention any additional documents or evidence you are providing]. I believe these materials will demonstrate [briefly explain the significance of the documentation].

I appreciate your attention to this matter and look forward to your prompt response. If you require any further information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Organization, if applicable]