

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

[Name of Financial Institution/Landlord/Service Provider]
[Department Name, if applicable]
[Address]
[City, State, Zip Code]

Re: Notice of Eligibility for Protections under the Servicemembers Civil Relief Act (SCRA)
Account/Lease Number: [Your Account or Lease Number]

To Whom It May Concern:

I am writing to formally notify you of my active duty military status and to request the protections afforded to me under the Servicemembers Civil Relief Act (SCRA), 50 U.S.C. §§ 3901-4043.

I am a member of the [Branch of Service, e.g., United States Army]. I entered active duty status on [Start Date of Active Duty] and am currently scheduled to remain on active duty until [End Date, or "until further notice"].

Pursuant to the SCRA, I am requesting the following (select applicable option):

- Reduction of the interest rate on my account to no more than 6% per year, effective as of the date I entered active duty.
- Termination of my residential/automotive lease due to permanent change of station (PCS) orders or deployment.
- Stay of civil proceedings or enforcement of a default judgment.

Attached is a copy of my military orders or a letter from my commanding officer confirming my active duty status. Please update your records to reflect these protections and provide written confirmation that this request has been processed.

If you require any further documentation or information, please contact me at the phone number or email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Copy of Military Orders/Commander's Letter