

[Your Name/Law Firm Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Phone Number]

[Date]

Department of Defense - DMDC

Attn: Military Verification

1600 Wilson Blvd, Suite 400

Arlington, VA 22209-2593

RE: SERVICEMEMBERS CIVIL RELIEF ACT (SCRA) STATUS REQUEST

To Whom It May Concern,

This letter is a formal request for a verification of military status pursuant to the Servicemembers Civil Relief Act (50 U.S.C. § 3931) regarding a pending legal default proceeding.

Please provide a status report regarding the active duty military status of the following individual:

- **Full Name:** [Subject's Full Name]
- **Social Security Number:** [Subject's SSN or "Unknown"]
- **Date of Birth:** [Subject's Date of Birth or "Unknown"]
- **Last Known Address:** [Subject's Address]

The information is requested for the purpose of filing an Affidavit of Military Service with the [Name of Court] in the case of [Plaintiff Name] v. [Defendant Name], Case Number [Case Number].

Please provide a certificate indicating whether or not the individual is currently serving on active duty in the U.S. Armed Forces.

Sincerely,

[Your Signature]

[Your Printed Name]