

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Department]
[Organization Name]
[Address]
[City, State, Zip Code]

Re: Military Service Verification for [Veteran's Full Name]

To Whom It May Concern,

Please find the enclosed documentation submitted for the purpose of verifying my military service. This information is provided to support my application for [mention purpose, e.g., employment, housing, or benefits].

The following documents are attached for your review:

- DD Form 214 (Certificate of Release or Discharge from Active Duty)
- [List any other documents, e.g., NGB Form 22 or Statement of Service]

Key Information for your records:

Service Number/Last 4 of SSN: [Number]

Branch of Service: [Branch]

Dates of Service: [Start Date] to [End Date]

Discharge Status: [Status]

If you require additional information or have further questions regarding my service history, please contact me directly at [Your Phone Number] or [Your Email].

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]