**Sample Veteran Benefits Request for Information**

September 25, 2016

Department of Veterans Affairs – San Francisco Office

1234 Main Street

San Francisco, CA 12345

 Re: Request for Information – Veteran Benefits

To Whom It May Concern:

I am a veteran and am interested in receiving information about the following benefits:

1. Burial benefits;
2. Medical benefits/vocational rehabilitation for disabled persons;
3. Certification and entitlement to death benefits;
4. Eligibility for home loans and waiver of loan guaranty indebtedness; and
5. Apportionment of benefits.

Please send the information to me at the following address:

JOHN R. SMITH

123 SAMPLE DRIVE

SANTA ROSA, CA 95404

(707) 123-4567

johnsmith@email.com

If you are unable to respond to my request, please inform me of the appropriate office to contact. Thank you for your assistance in this matter.

Sincerely,

John R. Smith