



DEPARTMENT OF VETERANS AFFAIRS
810 Vermont Ave NW
Washington, D.C. 20420

Sample Letter

Date

Your Name
Address
City, State, Zip

In Reply Refer to:
xxx-xx-0000
27/eBenefits

Dear Mr./Ms. Full Name :

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as state or local property or vehicle tax relief, civil service preference, to obtain housing entitlements, free or reduced state park annual memberships, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter is considered an official record of your VA entitlement.

Our records contain the following information:

Personal Claim Information

Your VA claim number is: xxx-xx-0000

You are the Veteran.

Military Information

Your most recent, verified periods of service (up to three) include:

Table with 4 columns: Branch of Service, Character of Service (Honorable), Entered Active Duty (MONTH/DAY/YEAR), Released/Discharged (MONTH/DAY/YEAR)

(There may be additional periods of service not listed above.)

VA Benefit Information

- You have one or more service-connected disabilities: Yes
Your combined service-connected evaluation is: 100%
Your current monthly award amount is: \$xxx
The effective date of the last change to your current award was: MONTH DAY, YEAR
You are considered to be totally and permanently disabled due solely to your service-connected disabilities: Yes
The effective date of when you became totally and permanently disabled due to your service-connected disabilities: MONTH DAY, YEAR
You are in receipt of special monthly compensation due to the type and severity of your service-connected disabilities: Yes

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

## How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at <https://www.ebenefits.va.gov> or <http://www.va.gov>.
- Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.
- Ask a question on the Internet at <https://iris.custhelp.va.gov>.

Sincerely,



Cheryl J Rawls  
Assistant Deputy Under Secretary for Field Operations  
Office of Outreach and Stakeholder Engagement

