



DEPARTMENT OF VETERANS AFFAIRS
810 Vermont Ave NW
Washington, DC 20420

July 25, 2025

John Doe
123 Veteran Way
Houston, TX 12345

In Reply Refer to:
111-22-333
27/eBenefits

SAMPLE

Dear Mr. Doe:

This letter is furnished to support your consideration for Veterans' preference as you seek Federal civil service employment.

What Our Records Show

The Department of Veterans Affairs records certify that you separated under honorable conditions from active-duty military service and that you are in receipt of service-connected disability pension. This payment is made in accordance with public laws administered by the Department of Veterans Affairs.

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://www.va.gov/contact-us>.

Sincerely,

Executive Director
Benefits Assistance Service