

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Department/Office Name]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for AOTC Eligibility

I hope this letter finds you well. I am writing to formally appeal the decision regarding my eligibility for the American Opportunity Tax Credit (AOTC) for the tax year [insert year].

[Briefly explain your situation, including any relevant details about your education, financial circumstances, or the reason for your ineligibility.]

I have attached the necessary documentation, including [list any supporting documents, such as tax returns, school enrollment records, financial aid information, etc.]. I believe that these documents support my eligibility for the AOTC due to [briefly reiterate reasons].

I kindly request that you reconsider my application based on the information provided. If necessary, I am happy to provide additional documentation or clarify any details to assist in the review process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]