

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Notice of AOTC Cancellation

Dear [Recipient's Name],

I am writing to formally notify you of the cancellation of the American Opportunity Tax Credit (AOTC) associated with my account.

Account Number: [Your Account Number]

Tax Year: [Specify Tax Year]

Please consider this letter as my official request to cancel the AOTC application due to [brief reason for cancellation, if applicable].

I would appreciate it if you could confirm the cancellation and update your records accordingly. If further information is needed, please do not hesitate to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title, if applicable]