

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Institution's Name]
[Office of Financial Aid/AOTC Department]
[Institution's Address]
[City, State, Zip Code]

Dear [Recipient's Name or "AOTC Administrator"],

Subject: Request for Deadline Extension for AOTC Application

I hope this message finds you well. I am writing to formally request an extension for the deadline to submit my application for the American Opportunity Tax Credit (AOTC) for the [specify academic year or term]. Due to [brief explanation of reasons, e.g., unforeseen circumstances, recent personal issues, etc.], I was unable to complete the required documentation by the original deadline. I believe that with a brief extension, I will be able to gather and submit the necessary materials to qualify for the tax credit.

I kindly ask if you could consider extending the deadline to [proposed new deadline, e.g., "two weeks from today's date"]. I greatly appreciate your understanding and support in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]