

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Institution/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for AOTC Eligibility Review

I hope this letter finds you well. I am writing to request a review of my eligibility for the American Opportunity Tax Credit (AOTC) for the tax year [insert year].

I believe I meet the qualifications necessary for the AOTC and would like to provide the following information for your consideration:

- [List relevant eligibility criteria you meet, such as enrollment status, number of credit hours, etc.]
- [Include any supporting documentation enclosed with the letter, like tax forms, enrollment confirmations, etc.]

I appreciate your time and attention to my request and look forward to your prompt response. Should you need any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]