

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

Dear [Recipient Name],

I am writing to request verification of my eligibility for the American Opportunity Tax Credit (AOTC) for the [specific academic year/term]. I am currently enrolled in [name of institution] as a [degree program or course of study] student, and I would like to ensure that my eligibility status is confirmed for my tax filings.

To assist with this verification process, I have included the following details:

- Full Name: [Your Full Name]
- Student ID: [Your Student ID]
- Dates of Enrollment: [Start Date] to [End Date]
- Degree Program: [Your Degree Program]

I appreciate any assistance you can provide in confirming my eligibility for the AOTC. Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,

[Your Name]