

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Financial Aid Office]  
[College/University Name]  
[Office Address]  
[City, State, Zip Code]

Dear Financial Aid Office,

Subject: Inquiry Regarding AOTC Financial Aid Eligibility

I hope this message finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] majoring in [Your Major] at [College/University Name]. I am writing to inquire about the eligibility requirements and application process for the American Opportunity Tax Credit (AOTC) related to my educational expenses.

I would appreciate any information you can provide regarding the specific criteria for eligibility, the necessary documentation, and any deadlines I should be aware of in order to take advantage of this financial aid opportunity.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]