

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: AOTC Payment Request

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the processing of my AOTC (American Opportunity Tax Credit) payment pertaining to the tax year [insert tax year].

Here are the relevant details:

- Applicant Name: [Your Name]
- Tax Identification Number: [Your TIN or SSN]
- Amount Requested: [Specify amount]
- Relevant Documentation: [List any documentation included, e.g., tax return, receipts, etc.]

I have attached all necessary documentation to support my request. Please let me know if you require any further information to expedite this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]