

[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],

Subject: Request for AOTC Renewal

I hope this message finds you well. I am writing to formally request the renewal of my American Opportunity Tax Credit (AOTC) for the upcoming academic year.

As I continue to pursue my studies in [Your Field of Study] at [Your Institution], I believe that the support provided through the AOTC is crucial for my educational journey.

I have enclosed the necessary documentation, including [list any documents such as transcripts, tax returns, etc.], to support my application for renewal.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]