

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

Dear [Recipient's Name],

I am writing to request documentation necessary to apply for the American Opportunity Tax Credit (AOTC) for my education expenses. As a student at [Institution Name], I intend to utilize this credit when filing my taxes for the year [Year].

To complete my application for the AOTC, I would appreciate if you could provide me with the following documentation:

1. A copy of my Form 1098-T, Tuition Statement, for [Year].
2. Verification of enrollment and course completion for the [specific term, e.g., Fall 2023].
3. Receipts or invoices for qualified educational expenses incurred during the year.

Please let me know if you require any additional information from my side to facilitate this request.

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

Sincerely,

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