Request for Non-Filing Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Financial Aid Office Name]

[School/University Name]

[School Address]

[City, State, Zip Code]

Dear [Financial Aid Officer's Name],

I am writing to request a non-filing confirmation for the [specific academic year] financial aid application. I was unable to file a federal tax return for the year [tax year], and I need this confirmation to complete my financial aid package.

My details are as follows:

- Name: [Your Name]
- Social Security Number: [Your SSN]
- Date of Birth: [Your Date of Birth]

Please let me know if you require any additional information or documentation to process my request. I appreciate your assistance in this matter, as it is vital for my financial aid eligibility.

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

Sincerely,

[Your Name]