

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

Scholarship Committee
[Scholarship Organization Name]
[Organization Address]
City, State, Zip Code

Dear Scholarship Committee,

I am writing to request a non-filing confirmation letter for the purposes of determining my eligibility for the [Name of Scholarship] scholarship. I understand that this documentation is typically necessary for verifying my financial situation.

As of the date of this letter, I have not filed a federal income tax return for the tax year [year]. I am including pertinent information that may assist you in processing my request:

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

Should you need any additional information to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,
[Your Name]