

# Request for Education Tax Deduction

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an education tax deduction for the expenses incurred during the [specific academic year or term] at [Institution's Name]. I am seeking this deduction to assist in offsetting the costs of tuition and related fees associated with my studies in [your major or field of study].

According to my records, I have paid a total of [insert amount] in tuition and fees. I have attached the necessary documentation to support this request, including payment receipts and my enrollment verification.

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

Sincerely,

[Your Name]

[Your Student ID (if applicable)]