

SAMPLE LETTER

School Letter

This is a sample letter you can give a school to duplicate. The italicized areas must be completed.

This letter MUST BE ON LETTERHEAD from the school.

School Name
123 Street Name
City, ST Zip Code
Phone Number

Date: xx/xx/2018

RE: Child's Name

To Whom It May Concern:

School records show that Child's Name is a student in Grade X at School Name. School records list Name of Taxpayer as the parent/guardian and living with them and Relationship to Child at 123 Street Name, City, ST Zip Code from date to the present.

If you have any questions you may call us at Telephone Number.

Thank you,

First Name, Last Name
School Principal or School Administrator

NOTE: The letter must show the child lived with parent/guardian for at least over half of the 2017 in order to qualify. If the child does not currently live with the parent/guardian, the letter can indicate the date the child moved out, but must still show the child lived there for more than half of 2017. The letter should be the earliest date the child attended school. IT IS BEST to state 2016-2017 & 2017-2018 showing full 2017 year if applicable.

Sample From IRS
Form 886-H-DEP [etc]
866-H-EIC [EIC]