Letter of Explanation, Non-custodial from parent– SAMPLE

(NOTE: Letter should be put on school-specific letterhead)

To Whom It May Concern:

My name is Babatunde Ladunni. I am the father of Bolutife Ladunni. I am writing to ask for your help. My son is applying for admission for Fall 2010 but cannot process his financial aid paperwork because of missing financial papers.

I have submitted my 2009 tax papers and W-2 to show my income. The problem I

have is that I am legally married to Ruth Ortiz, as indicated on my tax form. However, we are not together and she does not live in my house. In addition, she does not support Bolutife in any way financially or academically. She has never supported him in school or financially. I have tried to contact her to get the paperwork you requested but she is not returning my phone calls. It is so important for me that my son have this opportunity. I will be the only one supporting him through these four years. I hope that this will allow him to be accepted to your school.

Thank you for your help.

Sincerely,

Babatunde Ladunni