

Tuition Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request tuition reimbursement for my recent enrollment in [Course/Program Name], which I believe will greatly contribute to my professional development and growth within [Company's Name].

This program covers [briefly describe the content of the program and how it relates to your job], and I am confident that the skills and knowledge I acquire will directly enhance my contributions to our team and overall company goals.

As we strive towards [mention any relevant company initiative or goals], I believe my continued education will allow me to better support our objectives and improve my performance.

The total cost of the program is [insert cost], and I am seeking reimbursement as per our company policy on educational assistance. Attached are the relevant documentation and my enrollment confirmation.

Thank you for considering my request. I am eager to take on new challenges and contribute even more effectively to our team.

Sincerely,

[Your Name]