

Tuition Reimbursement Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to formally request tuition reimbursement for the [insert degree program] that I am currently pursuing at [insert educational institution]. This program is directly related to my role at [Company's Name] and will greatly enhance my skills and knowledge.

The total cost of the program is [insert amount], and I am seeking reimbursement for [insert amount or percentage] as per our company's tuition reimbursement policy. I have attached a copy of my enrollment confirmation and the program's curriculum outline for your reference.

I believe that this degree will not only contribute to my personal growth but also provide added value to our team and the organization overall. I am committed to applying the knowledge gained from this program to improve my performance and contribute to our company's success.

Thank you for considering my request. I am happy to discuss this further and provide any additional information you may need.

Sincerely,

[Your Name]