

Tuition Reimbursement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request tuition reimbursement for my professional development course, [Course Name], which I am enrolled in at [Institution Name]. This course aligns with my role as [Your Job Title] and will enhance my skills in [specific skills related to your job].

The total cost of the course is [Amount], and it covers [details of what the amount includes, e.g., tuition, materials, etc.]. I believe this investment in my education will benefit both my personal growth and contribute to our team's objectives.

According to our company's tuition reimbursement policy, I am eligible to apply for reimbursement after successfully completing the course. I plan to share my learnings with the team to maximize the benefits of this opportunity.

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

Sincerely,

[Your Name]