

Subject: Follow-Up on Tuition Reimbursement Eligibility

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent inquiry regarding the tuition reimbursement program. I would like to confirm my eligibility and understand the next steps involved in the application process.

As mentioned in my previous correspondence, I am currently enrolled in [Course/Program Name] at [Institution Name], and I believe that this program aligns with my professional development goals within the company.

I would appreciate any updates or additional information regarding the reimbursement process at your earliest convenience.

Thank you for your assistance.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]