

# Tuition Reimbursement Request

Date: [Insert Date]

To: [Insert Supervisor's Name]

[Insert Company Name]

[Insert Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to inquire about the tuition reimbursement options available through [Company Name]. As you may know, I am currently enrolled in [Course/Program Name], which I believe will enhance my skills and contribute positively to our team and overall business objectives.

I would appreciate any information you could provide regarding eligibility criteria, reimbursement limits, and the process for submitting my application for tuition reimbursement. Additionally, I would be grateful to know about any necessary documentation I need to prepare.

Thank you for your attention to this matter. I look forward to your guidance and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]