

Request for Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the tuition reimbursement policy currently in place at [Company/Organization Name]. As I am considering enrolling in further educational programs, I would appreciate a better understanding of the eligibility requirements, reimbursement limits, and the application process.

Specifically, I would like to know:

- The criteria for determining eligible courses and institutions.
- The maximum amount that can be reimbursed per semester/year.
- The necessary documentation required for the reimbursement process.
- Any deadlines or specific timelines I should be aware of.

Thank you for your attention to this matter. I look forward to your prompt response, as it will greatly aid me in making informed decisions about my professional development.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]