

# Letter of Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [HR Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Inquiry Regarding Tuition Reimbursement Requirements**

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally submit my inquiry regarding the tuition reimbursement program offered by [Company Name]. I am eager to understand the specific requirements and guidelines needed to ensure compliance with the program's policies.

Could you please provide me with detailed information on the following:

- Eligibility criteria for employees
- Application process and required documentation
- Covered expenses and any maximum reimbursement limits
- Reimbursement timelines

Additionally, if there are any forms or deadlines that I should be aware of, kindly let me know.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Department]