

Formal Request for Tuition Reimbursement Review

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a review of my tuition reimbursement application submitted on [insert submission date]. I believe that my coursework in [insert course or program name] is directly aligned with my role at [Company Name] and will enhance my skills and contributions to the team.

Attached to this letter, you will find copies of my receipts, proof of enrollment, and a detailed syllabus of the course outlining its relevance to my current position.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your support in my professional development.

Sincerely,

[Your Name]