

Letter of Inquiry Regarding Tuition Reimbursement Policy

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the tuition reimbursement policy offered by [Company/Organization Name]. As I am considering enrolling in [specific course or program], I would like to understand the eligibility criteria, process, and any limitations associated with the reimbursement.

Additionally, could you please provide information on the documentation required for submitting a reimbursement request? Understanding these details will greatly assist me in planning my educational goals in alignment with the company's support programs.

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

Sincerely,
[Your Name]