

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Company/Institution Name]

[Company/Institution Address]

[City, State, Zip Code]

## **Subject: Recommendation for Tuition Reimbursement Approval**

Dear [Recipient Name],

I am writing to recommend [Employee's Name] for tuition reimbursement for the course [Course Name] at [Institution Name]. [Employee's Name] has been a valuable member of our team since [Date of Employment] and has consistently demonstrated a commitment to professional growth.

The knowledge and skills gained from this course will directly contribute to [specific benefits to the team or company], enhancing [Employee's Name]'s capacity to [specific tasks or projects]. I firmly believe that supporting [his/her/their] education through this reimbursement will yield significant returns for our department.

Thank you for considering this request for tuition reimbursement. If you need any further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]