

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

Manager's Name
Company Name
Company Address
City, State, Zip Code

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request consideration for employer-sponsored tuition reimbursement for my upcoming [Course/Program Name] at [Institution Name]. The program is set to enhance my skills in [Relevant Skills or Knowledge Area], which will directly contribute to my role at [Company Name].

The total cost of the program is [Total Cost], and I believe that investing in my education will bring significant benefits to our team and the company as a whole. I am committed to applying the knowledge gained from this program to improve our [Specific Department or Project].

Attached are the course details and cost breakdown for your review. I would appreciate your support in this endeavor as it aligns with our goal of fostering continuous growth and development within our team.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,
[Your Name]
[Your Job Title]