

# Educational Assistance Claim Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally submit my claim for educational assistance for the [specific educational program/course] that I have recently completed or am currently enrolled in.

As per the guidelines outlined in the [relevant policy/handbook], I have attached the necessary documentation, including:

- Proof of enrollment/completion
- Receipts for tuition and related expenses
- Any required forms

I believe that this educational opportunity greatly enhances my skills and contributes to my professional growth within [Organization Name]. I appreciate your consideration of my claim and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]