

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to seek tuition reimbursement as outlined in our company's educational assistance policy. I am currently enrolled in [Course/Program Name] at [Institution Name], which commenced on [Start Date] and will conclude on [End Date].

This program will enhance my skills in [relevant skills/areas], directly benefiting my role as [Your Job Title] at [Company Name]. The total cost of the program is [Total Amount], and I would like to request reimbursement for [specific amount or percentage].

I have enclosed a copy of my enrollment confirmation and an itemized statement of tuition and fees for your review. I believe that this educational opportunity will not only contribute to my personal professional growth but also elevate the capabilities and performance of our team.

Thank you for considering my request. I look forward to discussing this further and am eager to continue contributing positively to [Company Name].

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]