

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally appeal the decision regarding my recent request for tuition reimbursement, which was denied on [date of denial].

I appreciate the time and consideration given to my initial application. However, I believe there may have been a misunderstanding regarding my eligibility for reimbursement, as outlined in our company's tuition assistance policy.

[Briefly explain the specifics of your tuition reimbursement request, including the course taken, its relevance to your position, and any supportive evidence that aligns with company policy.]

I have attached additional documentation that supports my case, including [list any attached documents, such as receipts, course descriptions, and correspondence].

I respectfully ask that you reconsider my application for tuition reimbursement. Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID] (if applicable)