

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

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

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for tuition reimbursement for my [specific course/degree program] that I am currently pursuing at [Name of Institution]. This program will enhance my skills in [specific skills relevant to your job], which I believe will benefit our team and the company as a whole.

The total cost of the course is [amount]. According to our company policy on tuition reimbursement, I believe that this request aligns with our commitment to employee development and continuous learning.

I have attached all relevant documentation, including my enrollment confirmation and the course syllabus for your review. Please let me know if you need any additional information.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]  
[Employee ID, if applicable]