

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request consideration for tuition assistance to support my pursuit of higher education in [Degree/Program Name] at [University/Institution Name]. This program will not only enhance my skills and knowledge but also directly benefit my role at [Company Name] by [briefly explain how the program will impact your work or contribute to the company].

The total cost of the program is [Total Amount], and I am seeking [Amount of Assistance Requested] to assist with these expenses. I believe that investing in my education aligns with our company's goals and values, particularly in [mention any company initiatives or values that relate]. I have attached [any supporting documents, such as program details, tuition costs, etc.] for your review. I appreciate your consideration and support, and I am happy to provide any additional information you may need.

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

Sincerely,

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