

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

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the tuition assistance program offered by [Company Name]. As an employee in the [Your Department/Position Title], I am interested in furthering my education to enhance my skills and contribute more effectively to our team.

Could you please provide me with information regarding the eligibility criteria, application process, and any associated deadlines for the tuition assistance program? I am particularly interested in understanding how this support can help me pursue [specific course or degree, if applicable].

Thank you for your attention to this matter. I look forward to your response.

Sincerely,  
[Your Name]