

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request tuition assistance for [specific course or program] that I plan to enroll in at [institution name] during the [term, e.g., Fall 2023] semester. As an employee in [your department/position] at [Company/Organization Name], I believe this program will significantly enhance my skills and contribute to our team's success.

[Briefly explain the course and its relevance to your job and the company.]

The total cost of the program is [amount], and I am requesting support for [specific amount or percentage]. I am committed to applying the knowledge gained from this program to [specific projects or goals at work].

Thank you for considering my request. I am happy to provide any additional information needed and look forward to your positive response.
Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]