

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the tuition reimbursement process as part of our employee development program.

I am currently enrolled in [Name of Course/Program] at [Name of Institution], which will enhance my skills and contribute to my performance at [Company Name].

To facilitate the reimbursement process, I would appreciate if you could provide me with the following information:

1. The required documentation for tuition reimbursement.
2. The timeline for submission and payment.
3. Any specific forms I need to complete.
4. The maximum amount covered under the tuition reimbursement policy.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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