

[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],

****Subject: Request for Tuition Reimbursement****

1. ****Introduction****

- Purpose of the letter
- Brief introduction of current position and tenure

2. ****Details of the Course****

- Name of the course/program
- Institution offering the course
- Duration of the course
- Costs associated with the course

3. ****Relevance to Current Role****

- Explanation of how the course will enhance skills/knowledge
- Benefits to the company

4. ****Previous Discussions (if any)****

- Reference to any prior conversations regarding tuition assistance

5. ****Supporting Documentation****

- List of attached documents (course syllabus, cost breakdown, etc.)

6. ****Conclusion****

- Reiteration of the request for reimbursement
- Expression of gratitude for consideration
- Availability for further discussion

Sincerely,

[Your Name]
[Your Job Title]