

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request tuition reimbursement for my enrollment in [Course/Program Name] at [Institution Name]. As you may know, my goal is to enhance my skills and knowledge in [Relevant Field/Area], which I believe will contribute positively to my role at [Company's Name].

The total cost of the program is [Total Amount], and the program runs from [Start Date] to [End Date]. I have attached the enrollment confirmation and the details of the course for your review.

I am committed to applying what I learn to my position and am confident that this will benefit our team and the company overall. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your support.

Warm regards,

[Your Name]  
[Your Job Title]