

[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],

I am writing to formally request tuition reimbursement for [specific course/degree program] I am currently enrolled in at [name of institution]. I believe this course will significantly enhance my skills and knowledge in our industry, which will directly benefit my role at [Company's Name].

The course is scheduled to run from [start date] to [end date], and the total cost is [total cost]. This program aligns with my career development goals and our company's objectives by [briefly explain how the course relates to your job or company's goals].

I understand the importance of professional development and am committed to applying what I learn to enhance my performance and contribute to our team's success. I have attached the course syllabus and details regarding the institution for your review.

Thank you for considering my request. I look forward to discussing this further.

Sincerely,

[Your Name]  
[Your Position]