

Sample Letter Requesting Tuition Assistance for Western Governors University

DATE

Company Name

Company Address

City, State, Zip

Dear [Supervisor/HR Director/President Name],

I am reaching out to you because I am interested in earning my **[name of degree/certificate]** at Western Governors University. Through this program, I can continue the development of my skills and knowledge, which will allow me to be an effective employee and a better leader within my team, the unit, and the company.

I have selected WGU for continuing my education for the following reasons:

1. WGU programs are online and will allow me to maintain my work schedule and life commitments while pursuing higher education.
2. WGU programs are designed to be industry-relevant so I know the experience and knowledge I gain will be immediately applicable to my work here.
3. WGU provides program mentors and faculty support which will allow me to keep my progress toward my program.
4. WGU is accredited, valued, and respected and will directly impact the benefit I can have on our company as a result.

I believe that advancing my education will benefit myself, my family, and the organization as part of my progressional growth. I would love help in understanding possible tuition reimbursement opportunities that the company offers, as well as support as I pursue higher education. I am happy to provide any additional information on the program I am pursuing as well as the cost. Thank you in advance for your consideration of my request, and I look forward to the opportunity to discuss it with you in more detail.

Sincerely,

Employee Name

Title

Email

Phone