

Sample Letter/Template for Requesting Employer Support for Harvard Extension School Tuition

[Insert Date]

[Insert Company Name]

[Insert Company Address]

[Insert City, State, Zip]

Dear [Insert Name of Supervisor/HR Director],

I hope this letter finds you well. I am writing to express my strong interest in pursuing a [name of degree/certificate/microcertificate] at Harvard Extension School and to request [Name of Company]'s support in the form of tuition reimbursement as I embark on this educational journey.

As you are aware, continuous learning is an essential component of personal and professional growth. I'm confident that gaining additional knowledge and skills in my field will help me contribute further to the success of our company. Harvard Extension School's program aligns perfectly with my career goals and our company's objectives.

Here are some key points regarding my request for tuition reimbursement:

- **Program Details:** I plan to enroll in the [Name of Degree Program/Certificate] at Harvard Extension School. This program will provide me with advanced knowledge and expertise in [Specify the subject or field] that is directly applicable to my current role as [Current Job Title].
- **Relevance:** The knowledge and skills I will acquire through this program will enable me to make more significant contributions to our company, such as [Highlight specific projects or responsibilities where your enhanced knowledge will be beneficial].
- **Commitment:** I am committed to balancing my work responsibilities with my pursuit of higher education. Harvard Extension School specifically serves students seeking part-time, online programs to advance their careers, and courses are designed to offer immediate impact in the workplace.
- **Cost:** The total cost of tuition and related expenses for the program is [Specify the total cost]. I kindly request financial assistance in covering these costs through [Name of Company]'s tuition reimbursement program.
- **Reimbursement Terms:** I am aware of our company's policy on tuition reimbursement, and I am willing to adhere to all the terms and conditions associated with this program.

- **Benefit to the Company:** By investing in my education, **[Company Name]** will not only foster employee development but also gain access to the latest industry knowledge and best practices, which can ultimately lead to improved performance and competitiveness.

Thank you for taking the time to consider my request. Please let me know if I can provide any additional information you may require to make an informed decision. I look forward to speaking with you about this in more detail.

Sincerely,

[Your Name]

[Job Title]

[Employee ID, if applicable]

[Phone] [Email Address]