

Tuition Reimbursement Request

To: *Insert name of your contact*

Subject Line: *How my Unity degree will benefit us both*

Hi *(First name)*,

I am reaching out to request approval for tuition reimbursement toward earning my Master's degree at Unity Environmental University. The opportunity to earn my Master's from Unity will deepen my specialized knowledge of *(relevant field)*, help me develop better research and strategic thinking capabilities, and enable me to take on expanded responsibilities within *(company/team)*.

Through this program, I will be able to participate in high-quality learning opportunities, transformative experiences and be a part of extensive research that I would be able to integrate into my work every day. With Unity's flexible, career-aligned educational opportunities, every course I take will be directly related to the work I'm doing now and work that I want to pursue in the future with *(company name)* while also maintaining full-time employment and current performance standards.

I truly believe that this investment is a solid one. With tuition rates locked until 2030 and transparent pricing with no hidden fees, the financial commitment is predictable for planning purposes. This degree would help me in many areas of my current role, for example:

- *List example here:*
- *List example here:*

This degree would also help me in my pursuit of growing with the company, for example:

- *List goal here:*

The approximate cost for my degree is broken down here:

- *Cost per credit: \$550*
- *Credits I plan on taking per year: X credits*
- *Total cost per year: \$X*
- *Years of full time courses until graduation: X years*
- *Total cost for my degree: \$X*

If I have the opportunity to earn my Master's from Unity, I'll be sure to consistently share information along the way, including courses I plan on taking and the value they'll bring to our company long term. After each term, I'll share a summary of major takeaways, things I've learned, and explain how the skills I've acquired throughout the courses are being implemented in my current role. Thank you for considering this request. I look forward to your response!

I appreciate your time and consideration,

Sign here