

**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 the University of Louisville (UofL). 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 UofL for my advanced education for the following reasons:

1. UofL's program is completely online and allows me to maintain my work schedule and life commitments.
2. UofL's courses are taught by instructors with extensive hands-on experience in the field.
3. UofL's faculty and staff are very supportive and provide all the resources needed for me to be successful as a student and graduate.
4. As a nationally recognized, Tier 1 Research Institution, UofL is well-known for its excellence in academics, driving innovation and influencing change in various fields.

I truly feel that my advanced education could greatly benefit the organization as well as my professional growth, and propel my career with **[company name]** forward. For that reason, I am reaching out today to solicit your support.

Tuition for UofL courses is **[enter current rate]** per credit hour\*. While full tuition reimbursement would be ideal, I would greatly appreciate the consideration of any alternative arrangements that **[company name]** may allow.

I am happy to provide any additional information on the program I am pursuing that would aid in the decision-making process. 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