

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Offer of Assistance with Continued Education – Business to Employee

Dear :

It has come to our attention that you have made the wonderful decision to continue your education. At {Name}, we believe in striving to improve the training of our employees. Therefore, I wanted to bring to your attention our program that aids employees who make the decision to return to school. Education is a wonderful benefit, which can only assist one in their life. I have enclosed the information detailing the requirements and restrictions of the program and an application.

If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E