

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

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

Re: Announcement concerning Continuing Education Classes (Business)

Dear :

{Name of School(s)} have begun continuing education classes in their Business Department. These classes can be taken on-line or at night. {Name of company} believe that education is a great and wonderful opportunity. Education has many benefits for not only the individual, but also the company. We highly recommend that all employees take advantage of this opportunity. To assist our employees in taking full advantage of this, we have initiated a tuition reimbursement program. Please contact {name} to learn more about this opportunity.

Sincerely,

N A M E