TO JFranklin2345@acme.com,

FROM JMartin2345@acme.com

CC MLee2345@acme.com

BC

DATE 9/13/2016

SUBJECT Request for College tuition reimbursement

ATTACHMENT AcmeTuitionReimbursment.doc; JMartinKVCCAcountSummary.pdf; JMartinKVCCTranscript.pdf

Dear James Franklin:

I understand that the company provides tuition reimbursement for students enrolled in a degree program in the computer field. I am currently enrolled at Kalamazoo Valley Community College(KVCC) in the Software Development program. I am taking Technical Writing and C# classes this semester. These classes will be covered under the company’s reimbursement program for college tuition.

I am excited for the opportunity provided by the company’s reimbursement program to extend my skills. These skills should enable me to better meet the needs of the company’s I.T. Department.

Attached to this email is the Acme company’s College Tuition Reimbursement form, the Account summary from KVCC and my transcript from KVCC. I believe these forms show that I have met the requirements for the reimbursement program. I look forward to seeing your response to my application.

Sincerely,

Jeffrey Martin

Dear Mark Lee:

As per the instructions on the Acme company’s College Tuition Reimbursement form I am informing you of my class schedule. This should give you the information needed in the case that you need to change my work schedule.

The classes I am taking mean that I will not be able to work on Monday and Wednesday from 1:00Pm to 6:00Pm. I chose the time for these classes since they do not conflict with my work schedule.

As I have stated before I am flexible in my work schedule and look forward to helping out the company by filling in when needed.

Sincerely,

Jeffrey Martin