

# Letter of Appeal for Skills Training Reimbursement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for reimbursement for the costs associated with my recent completion of an advanced training course, [Course Name], conducted by [Training Institution] on [Date]. This course provided me with essential skills in [briefly describe skills gained] that directly align with my responsibilities in my current role.

As per our company policy on skills training reimbursement, I believe that my participation in this course qualifies for the reimbursement, given its relevance to my professional development.

I have attached all necessary documentation, including the course completion certificate and receipts for the expenses incurred, for your review. I respectfully request you to reconsider my application and provide the reimbursement as per company guidelines.

Thank you for considering my appeal. I look forward to your positive response.

Sincerely,

[Your Name]