

Skills Training Reimbursement Claim

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit my claim for reimbursement for expenses incurred while attending industry-related seminars as part of my skills training program. The details of the seminars are as follows:

- **Seminar Title:** [Seminar Title]
- **Date of Seminar:** [Date]
- **Location:** [Location]
- **Total Cost:** \$[Amount]

Attached to this letter, please find the receipts and any additional documentation required to process this reimbursement claim.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]