

Skills Training Reimbursement Follow-Up

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Follow-Up on Skills Training Reimbursement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the reimbursement process for the skills training workshops I recently completed on [Insert Workshop Dates]. As per our previous discussions, I understand that the reimbursement is contingent upon the submission of the necessary documentation.

Attached to this email, you will find the completed reimbursement form along with the required receipts and certificates of completion for the workshops attended. I believe all documentation is in order, and I would appreciate your confirmation upon receipt.

If you need any additional information or have any questions regarding the submitted documents, please do not hesitate to reach out.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]