

Reimbursement Request for Skills Training

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request reimbursement for the costs incurred in attending [Training Course Name], which took place on [Dates of Training]. This program was instrumental in enhancing my skills in [Specific Skills or Topics Covered] and aligns well with my professional development goals as well as our team's objectives.

The total cost for the training was [Amount], which I have outlined in the attached receipts for your reference. I believe that the knowledge I gained from this course will greatly benefit my work and contribute to the overall success of our projects.

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

Sincerely,

[Your Name]

[Your Job Title]