Skills Training Reimbursement Submission

Date: [Insert Date]

To: [Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my request for reimbursement for the skills training and certification program I recently completed. The details of the program are as follows:

- Course Title: [Insert Course Title]
- Provider: [Insert Provider Name]
- Date of Completion: [Insert Completion Date]
- Certification Achieved: [Insert Certification Name]
- Cost of Program: [Insert Cost]

Attached to this letter, you will find the necessary documentation, including my payment receipt and a copy of my certification, to support my request.

Thank you for considering my request. I look forward to your approval and am excited about the opportunity to apply the skills I have learned.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]