

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Company's Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request reimbursement for tuition expenses incurred for [Course/Program Name] which I completed on [Completion Date]. This course has contributed significantly to my professional development and aligns with our company's goals to enhance employee skills.

The details of the expenses are as follows:

- Course Name: [Course/Program Name]
- Institution: [Institution Name]
- Tuition Amount: \$[Amount]
- Payment Date: [Payment Date]

Attached are copies of the receipts and any required documentation for your review. I believe this investment in my education will ultimately benefit our team and organization.

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

Sincerely,
Your Name
Your Job Title