

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request reimbursement for tuition expenses incurred while pursuing [Course/Program Name] during the [semester/year]. As per the company policy regarding tuition reimbursement, I believe I am eligible to receive [specific amount or percentage] of the total expenses covered.

The total amount of tuition I am seeking reimbursement for is [amount]. Attached are the necessary documents including receipts and proof of course completion required for processing this request.

I appreciate the company's commitment to ongoing education and professional development and look forward to utilizing the knowledge gained through this program to contribute to our team's success.

Thank you for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]