

# Tuition Reimbursement Request

Date: [Insert Date]

To: [Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor'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] at [Institution Name]. This course focuses on [briefly describe the course content and its relevance to your role], which I believe will enhance my skills and contribute positively to our team's objectives.

The total cost of the course is [Insert Amount]. I have attached the necessary documentation, including my enrollment confirmation and course syllabus. I kindly request that you review my request and consider it under our tuition reimbursement policy.

Thank you for your consideration. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]