

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request reimbursement for educational expenses related to my professional development. I believe that furthering my education will significantly enhance my skills and contribute to the success of [Company's Name].

I am currently enrolled in [Course/Program Name] at [Institution Name], which will provide me with [briefly explain what you will learn or how it will benefit your job]. The total cost for this program is [amount].

Attached to this letter are the relevant documents, including my course registration confirmation and a breakdown of expenses. I kindly ask for your approval of this reimbursement in accordance with [Company's Name]'s professional development policy.

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

Sincerely,  
[Your Name]  
[Your Job Title]