

# Reimbursement Request for Continuing Education Session Expenses

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

**[Date]**

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for expenses incurred while attending a continuing education session on [Session Topic] held on [Date]. The session was instrumental in enhancing my skills and knowledge relevant to my role at [Company/Organization Name].

The total expenses amount to [Total Amount] which includes:

- [Expense Item 1: Description - Amount]
- [Expense Item 2: Description - Amount]
- [Expense Item 3: Description - Amount]

Attached are the receipts and documentation of the expenses.

I appreciate your consideration of this request and look forward to your prompt response. If you require any further information, please do not hesitate to reach out.

Thank you for your support.

Sincerely,  
[Your Name]  
[Your Job Title]