

Tuition Reimbursement Application

Date: [Insert Date]

To: [Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally request reimbursement for my tuition expenses incurred while pursuing [Degree/Certification Name] at [Institution Name]. This program has significantly enhanced my skills and knowledge, which I believe will contribute to my effectiveness in my role at [Company's Name].

Details of the tuition expenses are as follows:

- Course Name: [Course Name]
- Term: [Term/Year]
- Total Tuition Paid: \$[Amount]
- Receipt Attached: [Yes/No]

As per our company's tuition reimbursement policy, I believe I am eligible for reimbursement of these costs. I have attached all necessary documentation, including receipts and proof of enrollment.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]