

# Tuition Reimbursement Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## Subject: Demand for Tuition Reimbursement

Dear [Recipient's Name],

I am writing to formally request the reimbursement of my tuition fees as per the tuition reimbursement policy of [Company/Organization Name]. I have completed the necessary courses during the [term/year], and my results have met the stipulated requirements for reimbursement.

Here is an overview of the tuition reimbursement process I have adhered to:

1. Submitted the application for tuition reimbursement prior to enrolling in the courses.
2. Completed the approved courses with a grade of [insert grade or completion status].
3. Provided receipts and proof of payment for the tuition fees.
4. Attached the transcript and any additional required documentation.

I have attached all relevant documents for your reference. According to the policy, I believe I am eligible for reimbursement in the amount of [insert amount].

I kindly request that this matter be processed at your earliest convenience. Should you require any further information or documentation, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]