

Follow-Up on Tuition Reimbursement Application

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my tuition reimbursement application submitted on [submission date]. I understand that the review process may take some time, but I wanted to check on the status of my request.

The details of my application are as follows:

- **Employee Name:** [Your Name]
- **Course Title:** [Course Name]
- **Institution:** [Institution Name]
- **Amount Requested:** [Amount]

If you need any additional information from my side, please do not hesitate to let me know. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]