

Tuition Reimbursement Request

[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 hope this message finds you well. I am writing to formally request tuition reimbursement for the [Course/Program Name] that I completed on [Completion Date]. The course has greatly enhanced my skills and knowledge in [relevant field/area], which I believe will contribute positively to my performance at [Company's Name].

The total cost of the tuition was [Total Tuition Amount], and I have attached the necessary documentation, including the receipt and proof of completion. I kindly ask for your consideration of reimbursement in accordance with the company's tuition assistance policy.

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

Sincerely,
[Your Name]