

# Tuition Reimbursement Request

Date: [Insert Date]

To: [Manager/Supervisor's Name]

From: [Your Name]

Subject: Tuition Reimbursement Request Notification

Dear [Manager/Supervisor's Name],

I hope this message finds you well. I am writing to formally notify you of my request for tuition reimbursement for the [semester/term] of [specific course or program name] that I completed on [completion date].

Attached to this letter, you will find the necessary documentation, including:

- Proof of Enrollment
- Receipts of Tuition Payments
- Grade Report

The total amount I am requesting for reimbursement is [insert dollar amount]. I appreciate your support in helping me continue my education, which ultimately benefits our team and organization.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]