

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for the training program I recently completed titled [Training Program Name], which took place on [Dates of Training]. This training is directly relevant to my role as [Your Job Title] and has equipped me with new skills and knowledge that will enhance my contributions to our team and align with our company goals. Specific areas in which I expect to apply what I learned include:

- [Skill/Knowledge Area 1]
- [Skill/Knowledge Area 2]
- [Skill/Knowledge Area 3]

The total cost of the program was [Amount], which I have attached proof of payment for your review. I believe that this investment will yield significant benefits for our team and align with our ongoing professional development initiatives.

I appreciate your consideration of my request and am happy to discuss further or provide additional documentation if needed. Thank you for your support and commitment to staff development.

Sincerely,  
[Your Name]  
[Your Job Title]