

[Your Name]
[Your Job Title]
[Your Department]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[HR Department/Finance Department]
[Company Name]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally submit my request for tuition reimbursement for the [course/degree name] I completed on [completion date]. This course was taken at [institution name] and was directly related to my role as [Your Job Title] at [Company Name].

Details of the course:

- Course Name: [Course/Program Name]
- Course Duration: [Start Date - End Date]
- Total Cost: [Total Tuition Amount]
- Proof of Payment: [Attach copies of receipts/bills]
- Grade/Certification: [Attach a copy of the transcript/certificate if applicable]

I believe that the knowledge and skills gained from this program will greatly benefit my performance and contribute to our team's success. As per the company policy on tuition reimbursement, I am looking forward to your approval of this request.

Please let me know if you need any additional information or documentation to process my request. Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Employee ID (if applicable)]