

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company 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]. This course has significantly enhanced my skills and expertise, directly benefiting my role at [Company/Organization Name]. As per our company's education reimbursement policy, I am eligible for reimbursement up to [specify amount or percentage] for educational expenses incurred. I have attached the necessary documentation, including my receipts and proof of course completion, for your review.

I appreciate your consideration of my request, and I look forward to your positive response. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Department]