

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Tuition Reimbursement Claim

I hope this message finds you well. I am writing to formally submit my claim for tuition reimbursement for the [Course/Program Name] that I completed on [Completion Date].

Please find the details of my course and attached documentation below:

- Course Title: [Course Title]
- Institution: [Institution Name]
- Dates Attended: [Start Date] to [End Date]
- Total Cost: \$[Amount]
- Reimbursement Amount Requested: \$[Amount]

Attached are copies of the following documents for your review:

1. Course Enrollment/Registration Receipt
2. Proof of Payment
3. Transcript/Certificate of Completion

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me if you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]