

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

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

Dear [Recipient Name],

Subject: Tuition Reimbursement Request

I hope this message finds you well. I am writing to formally request reimbursement for my tuition expenses per the company's tuition reimbursement policy.

I have successfully completed [Course/Program Name] at [Institution Name] during the [Term/Period, e.g., Fall 2023]. The total cost of the course was [Tuition Amount]. I believe this course aligns with my professional development goals and contributes to the value I bring to

[Company/Organization Name].

Please find the following documentation attached to support my request:

- A copy of my course completion certificate
- An itemized invoice from [Institution Name]
- My payment receipt
- [Any other documentation, if required]

According to our policy, I understand that I am eligible for reimbursement up to [Reimbursement Limit/Percentage]. I would appreciate your prompt attention to my request and look forward to your confirmation of the reimbursement process.

Thank you for considering my request. Please do not hesitate to reach out if you need any additional information.

Sincerely,

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