

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Manager's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request tuition reimbursement for the [specific course/program] I completed on [completion date]. This course was instrumental in enhancing my skills in [relevant skills or knowledge] and aligns with our company's goals of [mention any relevant company goals].

The total cost of the course was [total amount], and I have attached the necessary receipt and documentation for your review.

According to our company policy regarding tuition reimbursement, I believe I meet the eligibility criteria and would greatly appreciate your consideration of my request.

Thank you for your attention to this matter. Please let me know if you need any additional information or documentation.

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