

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for tuition expenses incurred during the [specific term, e.g., Fall 2023] semester, as per the company's tuition reimbursement policy.

I have completed [Name of Course/Program] at [Name of Institution], totaling [Total Tuition Amount]. Attached to this letter are the required documentation, including the proof of payment and my official transcript, verifying my successful completion of the course with a [Grade/Pass].

I believe this course has enhanced my skills in [relevant skills or knowledge areas] and will significantly contribute to my role as [Your Job Title] within [Company Name]. I appreciate the company's support in my professional development and hope to continue contributing effectively to our team.

Thank you for considering my request. Please let me know if you need any further information or documentation.

Sincerely,

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