

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

Dear [Employer'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 was instrumental in enhancing my skills and knowledge related to my current role in [your job title/department]. The total cost of the course was [amount], and I have attached the receipt and any relevant documentation for your reference. As per the company's tuition reimbursement policy, I believe this qualifies for reimbursement.

Thank you for considering my request. I appreciate your support in my continued professional development.

Sincerely,

[Your Name]
[Your Job Title]