

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

[HR Manager's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

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

I recently completed [Course/Program Name] at [Institution Name], which took place from [Start Date] to [End Date]. The total cost of the program was [Total Amount], and I have attached the relevant receipts and documentation for your review.

I believe that this course will not only enhance my skills but also contribute positively to my role as [Your Job Title] at [Company Name]. Thank you for considering my request. Please let me know if you need any further information or documentation to process my reimbursement.

Sincerely,

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