

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

[Supervisor's Name]
[Company's Name]
[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I am writing to formally request tuition reimbursement for [course/degree name] that I have completed at [institution name]. The total cost of the program was [amount], and I have attached the necessary documentation, including my receipt and proof of successful completion.

The skills and knowledge gained from this program will be beneficial to my role at [Company's Name] and support my professional development.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]