

[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 a course I am planning to take as part of my professional development.

Course Details:

- ****Course Title:**** [Course Name]
- ****Institution:**** [Institution Name]
- ****Duration:**** [Start Date] to [End Date]
- ****Total Cost:**** [Amount]

This course will enhance my skills in [specific skills related to your job], ultimately benefiting our team and the company by [explain how it will benefit the company].

As per the company policy regarding professional development and tuition reimbursement, I have attached all relevant information including the course syllabus, a breakdown of costs, and my enrollment confirmation.

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

Sincerely,

[Your Name]
[Your Job Title]