

[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 reimbursement for tuition expenses incurred during my recent enrollment in [Course Title] at [College/University Name]. The course ran from [Start Date] to [End Date] and was designed to enhance my skills related to [briefly describe how it relates to your job or the company's goals]. I have attached the following documents for your review:

1. Copy of my course registration
2. Proof of payment for tuition
3. Course syllabus or description
4. Any other required documentation

The total cost for the course was [Total Amount], and I believe this investment will substantially contribute to my professional development and the success of our team. According to the company's tuition reimbursement policy, I understand that I am eligible for reimbursement up to [Company Policy Limit].

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

Sincerely,

[Your Name]  
[Your Job Title]