

[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 [Course/Program Name], which I completed on [Completion Date]. As part of my professional development, the course has enhanced my skills in [Relevant Skills] and directly aligns with my responsibilities at [Company's Name].

The total cost of the program was [Amount]. I have attached the receipt and any necessary documentation for your review.

I believe that the knowledge and skills I have gained will contribute to my performance and the overall success of our team. Thank you for considering my request. I look forward to your positive response.

Sincerely,

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