

[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 for the [Name of Training Program] that I completed on [Date of Completion].

The program focused on [Brief Description of the Program] and has equipped me with skills that directly align with my role as [Your Job Title] at [Company's Name]. I believe this training will enhance my contributions to the team and support our objectives in the upcoming projects.

The total cost of the program was [Total Cost], and I have attached the necessary documentation, including my receipt and certificate of completion, for your review.

I greatly appreciate your consideration of my request and look forward to your positive response.

Thank you for your support.

Sincerely,

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