

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

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request reimbursement for tuition assistance as outlined in our company's educational support policy.

I recently completed [Course/Program Name] at [Institution Name], which took place from [Start Date] to [End Date]. The total cost of the course was [Total Amount], and I have attached the relevant documents, including the receipt and proof of successful completion.

As per our agreement, I would like to request the reimbursement of [Amount Requested] to be processed at your earliest convenience. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]