

[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 am writing to formally request tuition reimbursement for the
[Course/Program Name] that I recently completed at [Institution Name].
This course [briefly explain how the course relates to your job or
benefits the company].

The total cost of the course is [amount], and I have attached the
receipts and necessary documentation as proof of payment.

I believe that this educational experience will contribute positively to
my performance and development in my role at [Company Name]. I appreciate
your consideration of my request and look forward to your positive
response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]