

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

[Supervisor's Name]
[Company Name]
[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request reimbursement for tuition expenses incurred during the [specific course or program name] that I completed from [start date] to [end date].

As outlined in our company's educational assistance policy, I believe that this course aligns with my professional development and directly supports my role as [your position] within [Company Name]. The total cost of the tuition was [total amount], and I have attached the receipts and relevant documentation for your review.

I appreciate the company's commitment to employee growth and development and look forward to applying the knowledge and skills gained from this course to my work.

Thank you for considering my request. Please let me know if you require any further information.

Sincerely,

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