

[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 I have incurred while pursuing [Course/Program Name] at [Educational Institution]. This course aligns with our company's goals and enhances my skills in [relevant skills/knowledge].

The total cost of the tuition is [amount], and I have attached all relevant receipts and documentation for your review. I believe that this educational opportunity will not only contribute to my personal development but also provide tangible benefits to our team and company as a whole.

I kindly ask that my request be considered under the company's tuition reimbursement policy. Thank you for your attention to this matter, and I look forward to your positive response.

Sincerely,

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