

[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 [Course Name] that I am currently enrolled in at [Institution's Name].

The course runs from [Start Date] to [End Date] and is part of my professional development in line with our company's goals.

The total cost of the course is [Total Amount], and I believe this investment will enhance my skills in [specific skills/areas related to your job], allowing me to contribute more effectively to our team and the organization as a whole.

I have attached the course registration details and invoice for your review. Please let me know if you require any additional information or documentation to process my request.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]  
[Your Job Title]