

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request reimbursement for my recent tuition expenses related to [Course/Program Name] that I completed on [Completion Date]. This educational endeavor was undertaken in alignment with [Company's/Organization's] commitment to employee growth and development.

The total amount incurred for the tuition is [Total Amount]. I have attached copies of the receipts and proof of completion for your review. I appreciate your consideration of this request and look forward to your prompt response. Please feel free to reach out if you require any additional information.

Thank you for your support.

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