

[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 tuition reimbursement for the [Course/Program Name] I completed from [Institution Name] during the [Term/Semester] of [Year].

The total cost of the program was [Total Cost], and I have attached relevant documents, including my receipt and proof of completion, for your review.

This course has enhanced my skills in [relevant skills/knowledge] and will directly contribute to my role as [Your Position] at [Company's Name].

I appreciate the company's commitment to employee development, and I look forward to your prompt response regarding my request.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]