

[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 fees I incurred while pursuing [specific course or program] at [name of institution] during the [specific term or year]. As part of my professional development, I believe that this course will enhance my skills and contribute to my effectiveness in my role as [your position] at [Company's Name]. The total amount for the course was [total amount], and I have attached the necessary documentation, including my payment receipt and proof of enrollment.

According to our company's tuition reimbursement policy, I believe I am eligible to receive this reimbursement. I greatly appreciate your support in this matter and look forward to your favorable response.

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

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