

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

Dear [Recipient's Name],

I am writing to formally express my intent to request reimbursement for tuition fees incurred for [specific course/program] taken during [academic term/year].

As part of my professional development and in line with our organization's commitment to fostering continuous learning, I enrolled in [course/program name] at [institution name]. This educational experience has significantly enhanced my skills and knowledge in [relevant skills/knowledge], which directly contributes to my role at [Company/Organization Name].

The total amount for tuition fees is [amount]. Attached to this letter, you will find the necessary documentation, including proof of payment and a copy of my course completion certificate.

I believe that this investment in my education will yield benefits not only for my personal growth but also for the continued success of our team.

Thank you for considering my request for tuition reimbursement. I look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Job Title]