

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[University/College Name]
[Department/Office Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a partial tuition reimbursement for the [specific term/year] due to [briefly explain reason, e.g., financial hardship, change in employment status, etc.].

I have enclosed all necessary documentation, including [list relevant documents, e.g., receipts, proof of enrollment, financial statements] to support my request.

I appreciate your consideration of my situation and look forward to your prompt response. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Student ID Number] (if applicable)