

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request reimbursement for tuition fees I incurred for [specific course or program name] that took place from [start date] to [end date]. In accordance with the [Company Policy/Agreement], I believe I am eligible for reimbursement under the terms outlined.

The total cost of the tuition was [amount]. I have attached the relevant receipts and documentation for your review.

I appreciate your consideration of my request and look forward to your prompt response. If you need any further information or additional documentation, please let me know.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title/Department]