

[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 tuition reimbursement for [course/program name] that I completed on [completion date]. This course is directly related to my role as [your job title] and aligns with our company's goals by [briefly explain how the course benefits your position and the organization].

The total cost of the program was [amount], and I have attached the necessary documentation, including my receipt and proof of completion. According to our company's tuition reimbursement policy, I understand that I am eligible to receive reimbursement for [mention any relevant terms, such as percentage or cap].

I appreciate your consideration of my request and am happy to provide any further information if needed. Thank you for supporting my professional development.

Sincerely,

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