

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

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

Dear [Recipient Name],

Subject: Request for Reimbursement of Educational Expenses

I hope this message finds you well. I am writing to formally request reimbursement for educational expenses I have incurred as part of my professional development, in accordance with the company's reimbursement policy.

Details of the educational expenses are as follows:

- **\*\*Course/Program Title:\*\*** [Course/Program Name]
- **\*\*Institution/Provider:\*\*** [Name of Institution/Provider]
- **\*\*Date of Completion:\*\*** [Date Completed]
- **\*\*Total Amount Paid:\*\*** [Total Amount]

Attached, please find the receipts and documentation related to the expenses for your review.

I appreciate your attention to this matter and look forward to your prompt response. If you need any further information, please do not hesitate to contact me.

Thank you for your support.

Sincerely,

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