

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request reimbursement for tuition fees that I have incurred during [specify the academic term, e.g., Fall 2023 semester].

I have attached the necessary documentation, including receipts and proof of payment, which outlines the total amount of [insert total amount] that I am requesting to be reimbursed.

According to the policy [mention any relevant policy or agreement], I believe I am eligible for this reimbursement due to [briefly explain the reason, such as employment-related educational assistance, etc.].

I kindly request that you review my application and process the reimbursement at your earliest convenience. Should you need any additional information or documentation, please feel free to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Student ID, if applicable]