

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[HR Manager's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request tuition reimbursement for the [specific course/degree program] that I completed at [Name of Institution] during the [semester/year].

As part of my professional development, I enrolled in this program to enhance my skills and knowledge in [specific field or area relevant to your job]. The total tuition cost was [amount], and I have attached the necessary documentation, including my receipts and proof of successful completion.

According to the company's tuition reimbursement policy, I believe I am eligible for reimbursement as the program is directly related to my role at [Company Name].

Thank you for your consideration of my request. Please let me know if you need any further information or documentation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Department]