

[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],

I hope this message finds you well. I am writing to formally request reimbursement for tuition expenses incurred during the [specific course or program name] at [institution name], which I completed on [completion date].

As per our company's tuition reimbursement policy, I have attached the necessary documentation, including my receipts and proof of course completion. The total cost incurred was [total amount].

I believe that this course has greatly contributed to my professional development and will enhance my contributions to the team and the organization as a whole. I appreciate your consideration of this request and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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