

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

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

Dear [Recipient's Name],

Subject: Tuition Reimbursement Request

I hope this message finds you well. I am writing to formally request tuition reimbursement for [Course/Program Name] that I completed from [Start Date] to [End Date] at [Institution Name].

As outlined in our employer's tuition reimbursement policy, I am eligible for reimbursement for my educational expenses as they relate to my professional development and career growth within the company.

Details of the course are as follows:

- Course Title: [Course Title]
- Institution: [Institution Name]
- Total Tuition Cost: [Total Amount]
- Payment Date: [Payment Date]

Attached are the necessary documents, including proof of payment and my course completion certificate. I believe this course has greatly enhanced my skills and will contribute positively to my role at [Company Name].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title]