

June 12, 2024

Mr. David Carter
Human Resources Manager
ABC Company Ltd.
123 Corporate Avenue
City, State ZIP Code

Subject: Formal Request for Tuition Fee Reimbursement

Dear Mr. Carter,

I am writing to formally request reimbursement of tuition fees incurred for my recent enrollment in the "Advanced Project Management" course at XYZ University, completed on May 28, 2024. This course directly supports my current role and aligns with the company's professional development policy.

The total fee for the course was \$1,200, and I have attached all payment receipts and completion certificates for your review. I kindly request that the reimbursement be processed at your earliest convenience as per company policy.

I appreciate your consideration, and please let me know if you require any additional documentation.

Thank you for your support.

Sincerely,

Jane Smith
Project Coordinator
Employee ID: 009857

Important Notes:

- Attach all relevant receipts and certificates to support your claim.
- Refer to your company's tuition reimbursement policy before applying.
- Use a clear and professional tone throughout the letter.
- Submit your request within the stipulated time frame, if applicable.