

John Smith
123 Main Street
Springfield, ST 54321

June 20, 2024

Human Resources Department
ABC Corporation
456 Corporate Avenue
Springfield, ST 54321

Subject: Request for Tuition Reimbursement

Dear HR Manager,

I am writing to formally request reimbursement for tuition expenses related to my ongoing education under our company's Tuition Reimbursement Program. I am currently enrolled in the "Business Management" course at State University, which directly contributes to my professional development and aligns with my current role at ABC Corporation.

The total cost of the course is \$2,400. I have attached proof of payment and my grade transcript showing successful completion. I kindly request your approval for the reimbursement in accordance with our policy guidelines.

Please let me know if you require any additional documents. Thank you for supporting employee development and education.

Sincerely,

John Smith
Sales Analyst, ABC Corporation

Important Notes:

- Attach all necessary supporting documents (invoices, transcripts, receipts).
- Review and refer to your company's specific tuition reimbursement policy before submitting.
- Keep the tone professional and the content concise.
- Retain copies of all correspondence for your records.