

**Date:** June 8, 2024

**To:** The HR Manager

ABC Corporation

123 Business Ave

City, State ZIP

## Subject: Claim for Tuition Fee Reimbursement

Dear Sir/Madam,

I am writing to formally request reimbursement for tuition fees paid for the course "Advanced Project Management" at XYZ University, completed in May 2024 as per the company's educational assistance policy.

The total fee paid for the course was \$2,000. I have attached copies of the fee receipt, course completion certificate, and transcript for your reference. This course was directly related to my current job responsibilities and has provided skills beneficial to my role as Project Coordinator.

I kindly request you to process the reimbursement at your earliest convenience. Please let me know if further documentation is required.

Thank you for your consideration.

Sincerely,

[Your Name]

Employee ID: 45678

Department: Operations

## Important Notes

- Always attach original or certified copies of receipts and academic documents.
- Check the company's reimbursement policy for eligible courses and claim limits.
- Mention clearly how the course benefits your job role.
- Submit the claim within the timeline specified by the employer.
- Keep a copy of all submitted documents for personal records.