

Tuition Reimbursement Request Form Letter

June 18, 2024

Human Resources Department
Example Company, Inc.
123 Corporate Blvd.
City, State, ZIP

From: Jane Doe
Department: Finance
Employee ID: 001234

Subject: Request for Tuition Reimbursement

Dear Human Resources,

I am writing to formally request reimbursement for tuition expenses incurred while pursuing further education relevant to my current role. I have successfully completed the course listed below and am submitting the required documentation per company policy.

Course Title: Financial Analysis and Reporting
Institution: University of Business Studies
Duration: January 2024 – May 2024
Tuition Amount: \$1,500
Grade Received: A

Enclosed are copies of my payment receipt, transcripts, and the program syllabus. I believe this course will enhance my contributions to the company. Your favorable consideration of my request is appreciated.

Please let me know if further information is needed.

Sincerely,
Jane Doe

Important Notes:

- Ensure all supporting documents (receipts, grades, syllabi) are attached to your request.
- Verify eligibility and reimbursement limit per your company’s tuition assistance policy.
- Submit your request within the specified timeframe after course completion.
- Retain copies of all correspondence for your records.