**Cornell ILR Workshop  
Preparation for Collective Bargaining (LR 201)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Preparation for Collective Bargaining (LR 201)**, a class offered by Cornell University’s School of Industrial and Labor Relations (ILR). I would need your approval. This course will provide me with a specialized toolkit to successfully support clients, develop labor relations competencies, optimize practices, and influence business results.

Cornell’s ILR School is the preeminent educational institution in the world focused on work, employment, and labor. It provides the opportunity to gain insight from leading scholars, researchers, and practitioners. This course would be an asset to me, my team and our organization. I’m excited for the chance to bring the absolute best skills and practices back to [Company Name].

This course focuses on these key takeaways, which will enable me to better:

* Implement a systematic approach to gathering and analyzing information that is key to bargaining. Learn what to collect, how to collect, and how to analyze.
* Learn how to develop and prioritize bargaining goals that are both ambitious and realistic. Drive organizational success at each stage of negotiation.
* Explore the economic impact of ‘costing out a contract’ and proposals
* Gain confidence in advising your organization’s leaders on collective bargaining strategy and implementation. Become a trusted guide and shepherd success every step of the way.
* Leverage practical skills through an in-course project

Here’s how much it will cost for me to attend:

* Program fee: $1,495
* Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]
* Hotel: [DELETE IF LIVE VIRTUAL PROGRAM]
* Meals:  [INSERT AMOUNT HERE IF REQUIRED]
* TOTAL: [X]

More information about the program can be found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/lr201/preparation-collective-bargaining?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-marcomm-justification-letter-2023).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best,