**Cornell ILR Workshop
Costing the Contract (LR352)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Costing the Contract (LR352)**, 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:

* Create the bargaining unit cost with rollup calculation
* Project the cash and rate implications of differing wage increases or decreases
* Costing economic and non-economic proposals
* Describe the difference between valid and invalid assumptions
* Understand the interaction between cost-out and other budget documents
* Practice the collective bargaining implications of various costing decisions
* Understand how to organize and use data to answer various costing-related questions in bargaining

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

* Program fee: [X]
* 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/lr352/costing-contract?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,