**Cornell ILR Workshop  
Grievance and Arbitration Handling (LR202)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Grievance and Arbitration Handling (LR202)**, 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:

* Prepare and present grievance cases, including assessing case strength and developing case theories. Understand rules of evidence while leveraging evidence and testimony to support case theories. Confidently identify and support witnesses for direct and cross-examination.
* Delve into investigation principles, including workplace practices and behavior and fact-based grievance resolution. Understand the basic rules of evidence and learn what needs go into supporting a case.
* Understand the role of labor relations in the grievance process
* Pick up the nuances of arbitration processes. Equip yourself to support representatives during hearings.

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/lr202/grievance-and-arbitration-handling?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-marcomm-justifications-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,