**Cornell ILR Workshop  
Negotiation Skills for the Workplace (LR311)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Negotiation Skills for the Workplace (LR311)**, 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:

* Delve into the fundamental building blocks of negotiation theory and practice. Learn how to plan your approach and strategy, using effective communications techniques throughout the negotiation.
* Develop a nuanced understanding of when and how to utilize either competitive or collaborative negotiation techniques, adapting your approach to address the diverse variety of workplace negotiation situations.
* Gain insight into your conflict tendencies and styles through personalized feedback from a proven conflict style instrument. Explore techniques for building trust and rapport throughout negotiations.

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/lr311/negotiation-skills-workplace?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,