**Cornell ILR
Advanced Internal Investigations: Process and Application (CO340)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Advanced Internal Investigations: Process and Application (CO340)**, 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 Employee 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:

* Review a structure and apply techniques for conducting interviews and gathering information
* Discover and practice essential probing skills
* Examine the investigator's role and essential ways to avoid assumptions
* Develop outcomes, recommendations, and implementation practices
* Examine information and questions for evaluating credibility
* Explore strategies for handling investigations and avoiding common errors
* Evaluate the effectiveness of an investigation and trends or patterns of all complaints
* Obtain feedback and skill pointers from internal investigators and legal experts
* Apply new concepts through an interactive case study

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

* Program fee:
* Airfare/Travel:
* Hotel:
* Meals:
* TOTAL:

More information about the program can be found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/co340/advanced-internal-investigations-process-and-application).

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

Best,