**Cornell ILR Workshop   
Conscious Inclusion and Allyship (DV200)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Conscious Inclusion and Allyship (DV200)**, 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 DEI 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:

* The many dimensions of diversity and our own identity
* Inclusive behaviors that enable allyship
* What it looks like to be an ally
* How to actively advocate for and support others at work
* Encouraging personal growth in others by helping them embrace change and become an ally themselves to advance the business

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

* Program fee: $995
* 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/dv200/conscious-inclusion-and-allyship?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,