**Cornell ILR Workshop
Diversity, Equity and Inclusion Education and Training (DV350)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Diversity, Equity and Inclusion Education and Training (DV350)**, 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, which will enable me to better:

* Identify and assess training needs
* Create a training plan that applies inclusive training practices and includes evaluation of both short- and long-term outcomes
* Discuss emerging issues and trends in diversity training
* Discuss strategies for content creation and delivery options
* Identify critical facilitation skills for successful diversity training
* Apply new concepts using group discussions, content development, team facilitation, and program delivery

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/dv350/diversity-equity-and-inclusion-education-and-training?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-marcomm-justiification-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,