**Cornell ILR Workshop  
Effective Collective Bargaining and Simulation (LR313)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Effective Collective Bargaining and Simulation (LR313)**, 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:

* Explore the multifaceted realm of team management. Understand diverse team roles and skillfully handle team dynamics both at and away from the bargaining table.
* Develop a negotiation strategy aligned with both sides’ goals and the balance of power. Enhance your negotiation skills by practicing both competitive and collaborative approaches.
* Learn the nuts and bolts of translating objectives into written proposals and impactful opening statements. Practice presenting your proposals and probing the other side.
* Understand the process and pace of traditional collective bargaining, knowing when, why and how to make counter-proposals and how to resolve stalemates and get to a deal.
* Apply your bargaining skills in a realistic simulation practice. Receive actionable feedback and refine your negotiation approach under the guidance of seasoned negotiators.

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

* Program fee: $2,195
* 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/lr313/effective-collective-bargaining-and-simulation?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,