**Cornell ILR Workshop  
Organization Design: A Foundational Course for Practitioners (HR409)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Organization Design: A Foundational Course for Practitioners (HR409)**, 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 Human Resources 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:

* Align the organization to the business strategy
* Demonstrate consulting and analytical skills by asking the right questions, diagnosing root causes, and developing design criteria
* Develop design alternatives and anticipate and articulate the advantages and disadvantages of various options
* Build organization models, create enterprise roles, design lateral connections and networks, and embed clear decision-making across organization boundaries
* Balance a facilitative and expert role while managing the design project and process

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

Program fee: $1,995

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 foundon ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/hr409/organization-design-foundational-course-practitioners?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-scheinman-professional-education-2023&utm_term=justification-letter&utm_content=text).

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

Best,