**Cornell ILR Workshop  
Generational Differences at Work (LD255)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Generational Differences at Work (LD255),** 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 leadership 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:

* Build communication and listening skills and increase trust and respect for differences among staff
* Establish successful means for avoiding common stigmas and handling miscommunications in the workplace
* Avoid falling prey to stereotypes in regard to general views on group differences vs. unique individual characteristics
* Assess what is the generational gap workplace leaders now face (from iGen to Millennials to Boomers)
* Explore how the workplace has changed and the skills required to either overcome or nurture these differences for improved business performance

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/ld255/generational-differences-work?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,