**2024 ACC Executive Leadership Institute—Justification Letter**

Dear <Insert chief legal officer’s name>,

I am requesting your consideration and approval for my attendance at the [2024 ACC Executive Leadership Institute](https://www.acc.com/eli) (ACC ELI), July 30-August 2, in Chicago, Illinois. Limited to 30 participants, this highly interactive program fosters personal and professional growth for those seeking advanced leadership responsibilities within their legal department.

By attending ACC ELI, I will:

* Hear valuable insights and engage in thought-provoking discussions with seasoned executives and respected business leaders (CLOs, CFOs, CEOs, board directors and other high-ranking business representatives).
* Deepen my communication and crisis management skills.
* Build a network of peers and business leaders to broaden my access to support and guidance in any new responsibilities I may be assigned.
* Earn CLE/CPD credits approved by my jurisdiction.

Once returning from ELI, I will be able to:

* Champion fresh and innovative ideas to enhance efficiency, effectiveness, and strategic value within the law department and organization.
* Grow into a trusted strategic business partner to further support you, our legal team, and the broader organization.

Since its 2014 inception, **100%** of surveyed respondents have been satisfied with the program content and over **95%** would recommend the program to other in-house counsel.

ACC ELI tuition is: [*select the one that applies*]

**ACC Members:** US$9,500 *(Tuition excludes transportation, hotel (group rate option provided), and incidentals.))*

**Non-ACC Members:** US$9,899 *(Tuition includes one year of ACC membership; excludes transportation, hotel (group rate option provided), and incidentals.))*

I’m sure that you will agree that my attendance at the ACC Executive Leadership Institute is an excellent use of my time and will contribute to achieving our long-term business goals.

Thank you for your consideration.

Best regards,

<your signature>