**2025 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 [2025 ACC Executive Leadership Institute](https://www.acc.com/eli) (ACC ELI), July 22-25, in Chicago, Illinois. Limited to 30 participants, this highly interactive program fosters personal and professional growth for individuals 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 from the below*]   
   
**ACC Members:** US$9,500 *(Tuition excludes transportation, hotel (group rate option provided), and incidentals.))*

**Non-ACC Members:** US$9,935 *(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>