[DATE]

Dear [SUPERVISOR’S NAME],

I am requesting approval to attend the Litigation Management Institute scheduled for October 20-23, 2022 in Chicago.

This is an intensive educational training program designed to cover every aspect of litigation management. The comprehensive curriculum consists of pre-work, 3 days of classroom instruction, a group project, and presentation. The following topics will be covered:

* Client Relations, Expectations, and Confidentiality
* Coverage Perspectives
* Fundamentals of Risk Transfer
* Reserving and Data Management from an Actuarial Perspective
* Resolution Options
* Evaluation & Assessment: Impact Reporting and Reserving
* Legal Budgeting and Fee Considerations
* e-Strategies: How Social Media Has Impacted the Legal Landscape
* Litigation Metrics
* Practical Aspects of Litigation Management - Strategic Implementation.

Upon completion I will earn the Certified Litigation Management Professional (CLMP) designation and earn up to 24 CE/CLE credit hours.

This training will provide actionable knowledge that will positively impact our organization and contribute to my professional development. When I return, I’ll submit a post-event report with key learnings and recommendations for how I can apply what I have learned – this can even be shared with our team.

Following is the cost to attend:

|  |  |
| --- | --- |
| Registration | $3,399 |
| Hotel | ENTER YOUR ESTIMATE |
| Travel | ENTER YOUR ESTIMATE |
| TOTAL |  |

This program is intensive and I am committed to the work to ensure we receive the full value of the investment. I appreciate your approval and look forwad to the program.

Regards,

[YOUR NAME]