**ABA Insurance Risk Management Forum Justification Letter Template**

**The letter below can serve as a formal request to gain approval to attend the ABA Insurance Risk Management Forum. Feel free to personalize it to fit your business case and your recipient. It can also be referenced for talking points in a discussion with your manager about this opportunity.**

Dear [Approver Name],

I request your approval to attend the [ABA Insurance Risk Management Forum](https://www.aba.com/training-events/conferences/insurance-risk-management-forum), a nationally recognized event designed just for insurance risk managers to optimize their bank’s coverage.

The world of insurance brokers and dealers descend on one location, which makes it very convenient to easily conduct renewal meetings, understand emerging risks to insure and changes in coverage, and network with peers to identify gaps in our program.

The Insurance Risk Management Forum will be held January 26-29, 2025 in San Diego, CA. This impressive event will give me the opportunity to ensure our bank’s coverage will withstand future headwinds, setting us up for success in the face of the most pressing risk challenges of our time.

Programming highlights for the IRM Forum include:

* Four days of in-depth, interactive learning from the best minds in the industry, covering topics like AI, climate change, cyber events, digital strategy, professional liability, and more.
* Opportunities to hold meetings with corporate insurance partners to get our questions answered and to explore the latest solutions for our bank’s coverage.
* Receptions to meet with industry peers and get in-the-field perspectives from my risk strategy colleagues.

I am confident that attending the Insurance Risk Management Forum will be a crucial step in protecting our bank from emerging threats. I hope you agree — and I look forward to your decision. Thank you for your support!

Sincerely,  
[Your Name]