**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), taking place January 25-28, 2026 in Orlando. It’s a nationally recognized event designed by insurance risk managers, for insurance risk managers to **optimize their bank’s coverage**.

This is the only event of its kind — where leading risk experts, insurance providers and a specialized peer network gather in one place to master bank insurance risk strategy such as coverage changes and renewal strategies. As the national voice of banking, ABA’s connection with industry leaders ensures that we’ll get access to the critical insights needed for us to build a comprehensive coverage plan onsite in just four days. Attending will be critical to **[insert your bank’s initiative here]**.

At the Insurance Risk Management Forum, I will be able to:

1. **Ensure our coverage portfolio protects our bank against the risks of 2026 and beyond** — in cybersecurity, D&O liability, E&O insurance, third-party risk and more — from industry experts leading the charge in bank protection.
2. **Conveniently and efficiently** **meet directly with leading insurance providers** — over 40 providers from the U.S., Bermuda, Canada and England willing to discuss tailored solutions for our bank’s needs and budget.
3. **Access my specialized peer network** — in-the-field perspectives to discover gaps in our coverage, find solutions together, and build a network to lean on long after the event is over.
4. **Earn ABA Professional CE credits** — I’ll have the opportunity to earn CE credits for my CERP, CRCM and CAFP by attending.

In addition, the Insurance Risk Management Forum is perfect for developing our rising insurance risk managers — and ABA offers a special rate for ABA members to bring our team along.

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]

*“I consistently recommend this conference to other peers who do not regularly attend. I find the session topics relevant and insightful. There are also networking opportunities that allow me to meet with industry peers and carriers.”* - Past Attendee