**Sample Justification Email**

Below is a template for you to use to justify attending the ABA Commercial Lending Schools. Text highlighted in yellow should be personalized for your needs. You may contact ABA’s [Susan Bonney](mailto:sbonney@aba.com) for more information on the schools. In addition, we can put you in touch with an ABA Commercial Lending Schools advisory board member who can provide additional testimony to the value of ABA education.

Hi <Supervisor's Name>,

I would like to attend the <ABA (Foundational/Advanced) Commercial Lending School>, April 21–26, 2024, at Southern Methodist University in Dallas, TX.

Through research, I believe the <ABA (Foundational/Advanced) Commercial Lending School> is the best source of education for commercial lenders. The school offers comprehensive instruction taught through both a seasoned lender’s and federal regulator’s perspective that will provide me with the insights and skills to strategically manage our lending process, preparing me to be successful in a highly competitive economic environment.

The curriculum is planned by bankers for bankers, with each course taught by experienced professionals and leading authorities in their respective fields. In addition to the outstanding faculty, I will be immersed in learning with a diverse group of peers whose insights and perspectives will enhance my learning experience. Students are provided with a deep-dive into topics critical to a lending professional’s success such as <insert applicable topics from the respective school’s curriculum>.

I have identified a number of courses that will have a significant impact on my career growth and contribution to <insert bank name>. The opportunity for me to gain greater knowledge in specific areas of commercial lending makes my attendance a wise investment.

<The numbers in brackets below will need to be adjusted to reflect current pricing. All registration fees are listed on the ABA Commercial Lending Schools website. The travel costs vary as well and should be changed to reflect your anticipated costs >

Here is the breakdown of costs:

* Roundtrip Airfare: <$500>
* Transportation: <$125>
* Hotel: <$845>
* Meals: <$250>
* School Fee: <$2795 ABA Member> (Nonmember $3795)

As you can see, I am enthusiastic about this opportunity and the benefits that both I and <insert bank name> will realize because of my attendance. Thank you for your consideration.

Sincerely,

<your name here>