Dear [Manager Name]:

I am interested in attending the [**American Inns of Court’s National Advocacy Training Program**](http://home.innsofcourt.org/AIC/Education/NATP/National_Advocacy_Training_Program.aspx). This year, the program is being held in [city, state] on [program dates].

This intensive two-and-a-half-day blended learning program focuses solely on the skill of oral advocacy, relevant for courtroom presentations or arguments, or meetings with judges or opposing counsel. The program is designed to help me understand my strengths and weaknesses as an oral advocate – it is highly personalized in nature. Because it is held in conjunction with the Inns of Court College of Advocacy (ICCA) in London, the training faculty are all leading barristers and judges from England, where the emphasis in law is on oral advocacy. They have all been trained in the [Hampel method](https://www.icca.ac.uk/advocacy-training/what-is-the-hampel-method) of training.

I will be working in a small group (eight – 10 participants to a group, 16 – 20 all together). Because of this, the program is based on very personalized feedback and professional critiques which happen both immediately after a presentation in front of the group, and again through a one-on-one video review. This gives me the immediate opportunity to put into practice the skills that they suggest I need to enhance.

Once I register, American Inns of Court will apply to [STATE] to get the program approved for CLE credit (usually 16 credit hours). I will also receive a certificate of completion.

Because of the personalized nature of the program, it means that there will be immediate application of my new skills back on the job which translates into benefits for the [firm/office/organization]. I should be well positioned to be a more effective advocate for [client or partner or practice area group].

This is *the* event for new practicing attorneys – while there are other organizations who offer similar training, the [American Inns of Court](http://home.innsofcourt.org/AIC/About_Us/AIC/AIC_About_Us/About_Us.aspx?hkey=72647b55-4a23-4263-8a3e-817098c808fa) is a quality organization that emphasizes ethics, civility and professionalism in all aspects of the law. Those ideals and values are woven throughout the content of their National Advocacy Training Program.

Networking is another benefit of this training. Because of the small number of participants, there is ample opportunity to get to know other attorneys from around the country and in other practice areas. Coming together with other new attorneys and hearing what colleagues are doing—or not doing, for that matter—provides invaluable learning opportunities, both for me and for the [firm/office/organization]. In addition, the American Inns of Court provides additional opportunities and activities for NATP alumni.

Here is a general outline of the training I will receive:

* **Pre-Program (online, both live and through self-study):**
	+ Compare & Contrast: US and UK Procedures
	+ Advocacy before the International Criminal Tribunals
	+ Initial Case Analysis (prosecution and defense groups)
* **Day 2:**
	+ Case Analysis Review (prosecution and defense groups)
	+ Opening Addresses
	+ Direct & Cross-Examinations of Prosecution
	+ Replay of Exercise
	+ Direct & Cross-Examinations of Prosecution
	+ Replay of Exercise
* **Day 3:**
	+ Legal Submissions (motions)
	+ Replay of Exercise
	+ Direct & Cross-Examinations of Defense
	+ Replay of Exercise
	+ Closing Addresses
	+ Q&A

My projected costs for attending the program are [insert cost from worksheet]. This includes registration, transportation, lodging, and meals. This estimate assumes that if I register in enough time, I will receive the special rooming discounts.

Attending this program is integral to my professional development. I will bring back new ideas, best practices, and skills that I can implement right away.

I hope you will consider my request and grant me approval to attend.

Thank you for your consideration.

Sincerely,

[Your Name]

P.S. Here are some testimonials from past participants:

*I definitely recommend this program – advocacy is the skill of persuasion through words. It transcends cultures and specific court systems. The Hampel method of training makes you focus solely on improving the delivery and core concepts of your message, without the use of other body language as an aid. –B.A., DE*

*I have 7 years of legal experience and learned a lot. There are so few trials nowadays that AIC should expand participation in this program! – J.C., LA*

*I learned things that I will apply to my practice, even if not in oral arguments.  Now that I have some real-world experience, I found this program even more useful than law school trial advocacy training.  –T.S , PA*

*I thought the headlines and replay of exercises to be the most valuable. Distilling down main points of criticisms and having the opportunity to address those points right away was very effective. –B.A., NJ*

*From the standpoint of a newly graduated law student, this program was perfect for me. I could not have asked for better or more effective training in the skill of advocacy. Each of the trainers came across to me as very interested in my personal success. I also found networking with the other participants very valuable…a fine group of individuals who worked together very well. –J.E., TN*

*Most training courses are so comprehensive in their critiques that it’s hard to come up with any tangible takeaways, but the Hampel method makes it memorable and easy to focus on things to improve for the future. I would recommend this training to a colleague as it provides a solid foundation of trial advocacy skills for a reasonable investment of time and money.  – T.C., NY*

*The best part of the program was having these incredibly experienced and dedicated trainers...wow! It was a tremendous amount of learning in just 2.5 days. –M.H., LA*