



EdPro NextGen Leadership Summit Sample Justification Letter

Dear [Supervisor's Name],

I am writing to formally request approval to attend the E&I EdPro Summit, taking place November 15-18, 2026, in Charlotte Harbor, Florida. This Summit is the capstone experience of the EdPro NextGen Leadership Program, a national initiative designed to prepare the next generation of executive leaders in educational procurement.

As part of the application process, I received institutional pre-approval to participate in the full program, including this culminating in-person event. The Summit is a critical component of the program, where participants synthesize their learning, collaborate with peers, and engage directly with national thought leaders.

Why This Summit Matters

- Keynotes and sessions centered on generational leadership, strategic collaboration, and inclusive decision-making peer benchmarking, institutional challenges, and strategic collaboration, all with the theme and goal of shaping the future of education procurement
- Interactive workshops that tackle real-world procurement challenges
- Capstone presentations and a commencement ceremony recognizing leadership growth and program completion
- Networking with national leaders from E&I's Strategic Advisory Boards, Board of Directors, suppliers, and peer institutions

These sessions are designed to equip participants with actionable strategies to lead procurement transformation, foster cross-campus collaboration, and drive measurable impact.

No Cost to Our Institution

Travel (flight or mileage), hotel, and meals on site are fully covered by E&I Cooperative Services.

- Flights are booked through CTP, E&I's official travel partner, so there is no need for reimbursement or out-of-pocket expenses.
- The program is designed to minimize administrative burden while maximizing institutional return on investment.

I am confident that attending the Summit will directly benefit our institution by enhancing my ability to lead with clarity, strategy, and innovation in today's evolving higher education landscape. I respectfully request approval to attend and complete this final phase of the program.

Thank you for your continued support.

Sincerely,

[Participant Name]

[Title]