



## Sample Employer Membership Only Justification Letter

Use the following email message as a template for requesting an ACEDS membership be sponsored by your employer. Please include the total cost of membership plus the chapter fee if you would like to join the local chapter (highly recommended!) Items in bold represent specific areas that you should customize.

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Hi **Manager's Name**,

Keeping up with the latest trends and best practices in e-discovery, information governance, privacy and legal technology in general, while at the same time ensuring that we remain compliant with laws is essential to our success. As technology advances, privacy, security, and regulatory concerns related to governing data and information continue to evolve. I want to make sure our organization stays ahead with the ever-evolving technology landscape and avoids risk by having strong discovery practices in place.

That's why I would like to pursue membership in the Association of Certified eDiscovery Specialists (ACEDS), an association for e-discovery and legal technology professionals with members located all over the world from New York to Australia. I believe it is a wise investment and one whose benefits will far exceed the initial cost.

For a modest annual individual membership fee of \$205 for 1 year of membership, ACEDS will provide me with immediate access to:

- Experienced, certified e-discovery advisors who can assist with specific questions and offer advice on handling certain situations;
- Free resources like on-demand webinars, white papers, authoritative reports, standards, and industry studies to keep your organization compliant and at the cutting-edge of industry practices;
- Members' only discounts to conferences, certification, seminars, e-Learning courses and other items;
- And much more...

ACEDS helps organizations save time and money by equipping its members with the skills they need to develop everything from electronic discovery to understanding the implications of emerging technologies like AI. Think of ACEDS like a professional development partner for our organization making me and our team more efficient and effective while keeping up with current best practices.



In sum, ACEDS will help me strengthen our organization's practices in this challenging, ever-changing environment. The ROI on investment amounts to thousands of dollars a year in my access to new solutions and continuing education. And that doesn't include the less tangible benefits, like building a strong professional network, growing my leadership skills, and avoiding risky practices that can end up generating additional fees from consultants and attorneys. I hope you will support my membership in ACEDS.

Thank you for considering this request.

Sincerely,

**Your Name Here**

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***Former or pending members can choose to include this ...***

Over the past year **<or whenever your membership was active>**, I have used ACEDS to continue developing my eDiscovery and information governance skills. I have reached out to my professional colleagues from **Chapter Name** to get timely advice. My ACEDS membership enabled me to: **<insert information as a bulleted list>**.

The opportunity for me to develop better insight and gain knowledge in all areas of legal technology makes my continued membership in ACEDS a wise investment that will yield further dividends for **your organization**.