

[Date]

Dear **[Supervisor's Name]**,

I hope this message finds you well. I wanted to reach out to earn your support for my participation at Brewing Summit 2025 this August 13-15 in Palm Desert, California.

As a **[Your Position]** at **[Your Organization]**, attending this event is instrumental in advancing my professional growth, and the knowledge I gain will directly benefit **[Your Organization]**. Brewing Summit brings together brewing industry experts and professionals of all skill levels from around the world. This meeting presents the latest trends, innovations, and best practices in brewing with its diverse range of sessions, workshops, and networking opportunities.

I've reviewed their lineup of sessions, speakers, and workshops, and the program is relevant to my position and contributions at **[Your Organization]**. I've laid out the costs in hope of gaining your support for my attendance:

- Registration: <\$xxx>
- Roundtrip Airfare: <\$xxx>
- Transportation: <\$xxx>
- Hotel: <\$xxx>
- Meals: <\$xxx>
- Total Costs: <\$xxxx>

Attending Brewing Summit will significantly reduce the time and costs associated with staying on top of the latest developments and innovations in the brewing industry for **[Your Organization]**, especially as I share the knowledge I gain with my colleagues.

I appreciate your consideration of this request and am available to discuss it further at your convenience. Thank you for your support, and I look forward to the possibility of representing **[Your Organization]** at Brewing Summit 2025.

Best,

[Your Name]