

[Date]

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

I am writing to request your support to attend the 2026 ASBC & CIBD Meeting, taking place August 17–19, 2026, in Seattle, Washington.

As a **[Your Position]**, this meeting provides me with direct access to the latest research, analytical methods, and technical advancements across brewing, distilling, and oenology. The program aligns closely with my work and will offer practical knowledge I can apply to improve **[quality, efficiency, or specific business objective]**.

This joint meeting brings together global experts from the American Society of Brewing Chemists (ASBC) and the Chartered Institute of Brewers and Distillers (CIBD), providing cross-industry perspectives that introduce fresh approaches to solving existing technical challenges.

I am requesting support for the travel expenses associated with attending the meeting. A preliminary cost estimate is outlined below.

Estimated costs to attend the 2026 ASBC & CIBD Meeting:

- **Registration:** [\$XXX]
- **Travel & Transportation:** [\$XXX]
- **Hotel:** [\$XXX]
- **Meals:** [\$XXX]
- **Total:** [\$XXXX]

To maximize the value of this investment, I will share key takeaways with the team through a summary report and/or internal presentation, ensuring broader impact across our group.

Thank you for considering this request. I'm happy to discuss how attending will support our team's goals.

Best regards,

[Your Signature]