

**CIA** **SUMMIT for**  
**BEV** **ERAGE**  
**PRO** **FSSIONALS**

The Culinary Institute of America Sommelier Summit

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Re: Request to Attend CIA BevPro 2020

Dear <<Insert Supervisor's Name>>:

I'm writing to request approval to attend the CIA Summit for Sommeliers and Beverage Professionals ([www.ciabevpro.com](http://www.ciabevpro.com)), March 1–3, 2020, at The CIA at Copia, in Napa, CA. Now in its fifth year, CIA BevPro is an annual enrichment program for individuals in the beverage industry focused on mentorship, management, hospitality, and leadership.

The three-day summit includes immersive educational programs such as creative beverage, culinary, and sensory seminars; fun and challenging tasting exercises; and career-focused coaching opportunities. Unique to this summit, attendees have one-on-one access to distinguished summit presenters, including Master Sommeliers, Masters of Wine, Wine and Beverage Directors, CIA Faculty, and more. It's an excellent opportunity for me to broaden my expertise, network with thought leaders, and gain tools and insights to help drive our business.

Upon my return, I look forward to sharing the key takeaways and action items I've learned with members of the team. For additional information on CIABevPro, visit [www.ciabevpro.com](http://www.ciabevpro.com).

Thank you for your consideration.

Sincerely,

<<Name, title>>

