Sample Training Request Letter

Use the following sample request letter, or elements of it, to justify the time and budget required to complete SANS training to your manager. Simply copy and paste text into an email to your manager, then make any necessary adjustments to personalize the information. Once you hit send, you’ll be one step closer to gaining the skills required to protect your organization and advance your career.

**Subject: Request for cybersecurity training from SANS Institute**

[Decision Maker Name],

### I’m writing to request time and budget approval to take the SANS Institute’s information security course [SEC501: Advanced Security Essentials – Enterprise Defender](https://www.sans.org/course/advanced-security-essentials-enterprise-defender) and its associated [GIAC Certified Enterprise Defender (GCED)](https://www.giac.org/certification/certified-enterprise-defender-gced) exam.

The information below clarifies how this training will benefit our organization’s security, the tasks I’ll be able to perform after completing the course, and relevant cost and travel information.

**Course Description**

[**SEC501: Advanced Security Essentials – Enterprise Defender**](https://www.sans.org/course/advanced-security-essentials-enterprise-defender) will teach me to build a comprehensive security program, focusing on the core components of a defensible network infrastructure and properly secured routers, switches, and network infrastructure. It will enable me to examine the traffic that is flowing on our networks, look for indications of attack, and perform penetration testing and vulnerability analysis against our organization to identify problems and issues before a compromise occurs.

After completing SEC501, I’ll be able to respond to an incident using the six-step process of incident response: Preparation, Identification, Containment, Eradication, Recovery, and Lessons Learned. I’ll also be able to detect advanced attacks against our network and communicate indicators of compromise on deployed systems.

**Course Objectives**

Once I’ve completed the course, I’ll be able to:

* Identify network security threats against infrastructure and build defensible networks that minimize the impact of attacks
* Utilize tools to analyze a network to prevent attacks and detect the adversary
* Decode and analyze packets using various tools to identify anomalies and improve network defenses
* Understand how the adversary compromises systems and how to respond to attacks using the six-step incident handling process
* Perform penetration testing against an enterprise to determine vulnerabilities and points of compromise
* Use various tools to identify and remediate malware across our enterprise

**Associated Certification:** [[**GIAC Certified Enterprise Defender (GCED)**](https://www.giac.org/certification/certified-enterprise-defender-gced)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

* The GCED builds on the security skills measured by the GIAC Security Essentials (GSEC) certification. It assesses the more advanced, technical skills needed to defend the enterprise environment and protect an organization as a whole. It will certify that I am proficient in the areas of Defensive Network Infrastructure, Packet Analysis, Penetration Testing, Incident Handling, and Malware Removal.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Certified Enterprise Defender (GCED)](https://www.giac.org/certification/certified-enterprise-defender-gced) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC501 [fill in either: (1) “at [event name], from [start date] through [end date].” or (2) “online, with four months of access to the SANS [select OnDemand] training platform.” or (3) “online, with live virtual sessions and [select four (Simulcast) or six (vLive)] months of access via the SANS training platform [select Simulcast or vLive] from [start date] through [end date].”].

The attached unpaid invoice shows the cost of the course [retrieve this from the course registration page and attach]. Details include:

|  |  |
| --- | --- |
| Course fee | [$X,XXX] |
| Subtract Early Bird / Online Training Discount | [-$XXX] |
| GIAC Certification fee | [$XXX] |
| OnDemand Bundle fee | [$XXX] |
| Travel and Hotel\* (for live training only) | [$XXX] |
| Meals (for live training only) | [$XXX] |
| **Total estimated cost:** | **[$X,XXX]** |

\*Special hotel rates for conference attendees range from [$XXX]/night, but I must register before [xx/xx/xxxx].

**Conclusion**

I believe this course will substantially improve my ability to do the specific work we need. It’s written and taught by globally recognized experts and will deliver practical, hands-on training that I can apply as soon as I return to work.

Additional course information can be found on the SANS website at https://www.sans.org/course/advanced-security-essentials-enterprise-defender.

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at XXX and attach to email]