**SANS Institute Live Training Justification Letter**

Use this template to craft a compelling justification letter for attending SANS cybersecurity training live, in-person. Feel free to personalize and further customize the placeholders with your personal and organizational details, articulate the relevance of the event to your role, outline the benefits to your organization, and provide a detailed cost breakdown.

This structured approach will help you clearly communicate the value of the training, making a strong case for your attendance to your supervisor.

***NOTE:*** *Be sure to update + remove all highlighted sections in this template before submission.*

**Subject: Request for Approval to Attend SANS In-Person Cybersecurity Training**

Dear [Manager Name],

I am writing to request approval to attend the upcoming SANS Institute cybersecurity training event in person – **[ Insert Event Name Here ].**

After reviewing the options available, I firmly believe that participating in an in-person course will provide significant advantages for both my professional development and our organization’s cybersecurity posture.

The course I have selected is **[ Insert Course Name Here ]**

* **[Course Name] covers key areas that align with our organization’s current needs, specifically in [List Relevant Skills and Tools].**
* **Course Description:**
* **Associated Certification:**
* **Lab Highlights:**
* **Business Takeaways:**
* **Skills Learned:**
* **What I Will Receive:**

***NOTE:*** *Above field(s) detail can be found on each SANS Course-Specific page when you download the course-specific Justification letter.*

Enrolling in [ Course Name ] will not only advance my capabilities as a cybersecurity professional but will also directly enhance our organization’s overall security posture. By equipping me with hands-on experience in combating the latest cybersecurity threats, I will be better prepared to identify vulnerabilities, implement robust defense strategies, and respond effectively to incidents. The practical skills and insights I gain will be instrumental in elevating our security measures.

I would like to request completion of this course live and in-person. SANS emphasizes that in-person training offers several key benefits:

* **Engaging and immersive learning** through a focused, distraction-free environment.
* **Enhanced collaboration and networking** opportunities with cybersecurity peers.
* **Direct access to world-leading, expert instructors** for real-time Q&A and mentorship.
* **Bonus offerings that can only be taken advantage of in-person –** Keynotes, @Night talks, hands-on workshops, panel discussions, vendor expos, curriculum fairs, community nights and more.
* **Comprehensive course materials** designed for immediate application in our operations upon my completion.

**For outlining overall investment in my professional development, a cost estimate** for attending the training is as follows:

* **Training Course Fee**: $X (standard 6-day course registration)
* **Subtract Early Bird / Discount Promotion [** - $X ]
* **Hotel Accommodation**: Approximately $1,800 (6 nights at the training venue or nearby hotel at an estimated $300/night)
* **Flight**: Approximately $600 (round-trip airfare)
* **Food and Beverage**: Estimated at $350 for the week
* **Total Estimated Cost**: **$X**

Investing in this training will enhance my technical expertise in critical areas, strengthen our team's capabilities, and better prepare us to address evolving cybersecurity threats. I am confident the hands-on, in-person environment will maximize the return on this investment.

Thank you for considering my request,

Sincerely,  
[Your Full Name]  
[Your Job Title]  
[Your Department]  
[Your Contact Information]