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 [SEC488: Cloud Security Essentials](https://www.sans.org/cyber-security-courses/cloud-security-essentials/) and its associated [GIAC Cloud Security Essentials (GCLD)](https://www.giac.org/certifications/cloud-security-essentials-gcld/) exam.

**Why we need this course?**

More businesses than ever are moving sensitive data and shifting mission-critical workloads to the cloud, and not just to one cloud service provider (CSP). Something that is unclear to many, is that organizations are still responsible for securing their data and mission-critical applications in the cloud. The benefits in terms of cost and speed of leveraging a multi cloud platform to develop and accelerate delivery of business applications and analyze customer data can quickly be reversed if security professionals are not properly trained to secure the organization's cloud environment and investigate and respond to the inevitable security breaches. New technologies introduce new risks. The SEC488 cloud security course helps your organization successfully navigate both the security challenges and opportunities presented by cloud services. ***20 Hands-on Labs + CloudWars Capstone Challenge.***

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

* Navigate your organization through the security challenges and opportunities presented by cloud services
* Identify the risks of the various services offered by cloud service providers (CSPs)
* Select the appropriate security controls for a given cloud network security architecture
* Evaluate CSPs based on their documentation, security controls, and audit reports
* Confidently use the services of any of the leading CSPs
* Protect secrets used in cloud environments
* Leverage cloud logging capabilities to establish accountability for events that occur in the cloud environment
* Identify the risks and risk control ownership based on the deployment models and service delivery models of the various products offered by cloud service providers (CSPs)
* Evaluate the trustworthiness of CSPs based on their security documentation, service features, third-party attestations, and position in the global cloud ecosystem
* Secure access to the consoles used to access the CSP environments
* Implement network security controls that are native to both AWS and Azure
* Follow the penetration testing guidelines put forth by AWS and Azure to invoke your "inner red teamer" to compromise a full stack cloud application

**Which translate into business benefits for our company of:**

* Understand the current cloud deployment
* Protect cloud-hosted workloads, services, and virtual machines
* Cost-effectively select appropriate services and configure properly to adequately defend cloud resources
* Get in front of common security misconfigurations BEFORE they are implemented in the cloud
* Ensure business is aligning to industry regulations and laws when operating in the cloud
* Decrease adversary dwell time in compromised cloud deployments

**Associated Certification:** [[**GIAC Cloud Security Essentials (GCLD)**](https://www.giac.org/certifications/cloud-security-essentials-gcld/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GCLD certification validates a practitioner's ability to implement preventive, detective, and reactionary techniques to defend valuable cloud-based workloads.

* Evaluation of cloud service provider similarities, differences, challenges, and opportunities
* Planning, deploying, hardening, and securing single and multi-cloud environments
* Basic cloud resource auditing, security assessment, and incident response

See the “Exam Certification and Outcomes Statements” section of [**GIAC Cloud Security Essentials (GCLD)**](https://www.giac.org/certifications/cloud-security-essentials-gcld/) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC488 [fill in either: (1) “at [event name], from [start date] through [end date].” or (2) “online, with four months of access to the SANS OnDemand training platform.” or (3) “online, via Live Online 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].

**Testimonials**

**“Access to subject matter experts who are knowledgeable, passionate and providing interesting insight into practice through the form of anecdotes: what's not to love?”** *– Alistair Moulder, Close Brothers Limited*

**"Cloud is the future, no matter how much I fight it.”** *– Charles B., US Government*

**" I learned so much more by doing labs within multiple cloud environments." *–*** *John D., US Government*

**“The labs were very impressive. Providing the students an opportunity to see both sides of an attack, analyze the techniques and inspect follow-on findings is just as impressive as the great info provided during the lecture. This is a top-notch group of labs and it is very obvious that it was no easy feat to put them together. The hard work is appreciated.”** *– Iulian Langa*

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/cyber-security-courses/cloud-security-essentials/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at <https://www.sans.org/cyber-security-courses/cloud-security-essentials/> and attach to email]