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 [FOR498: Digital Acquisition & Rapid Triage](https://www.sans.org/cyber-security-courses/battlefield-forensics-and-data-acquisition/) and its associated [GIAC Battlefield Forensics and Acquisition (GBFA)](https://www.giac.org/certifications/battlefield-forensics-acquisition-gbfa/) 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**

[FOR498: Digital Acquisition & Rapid Triage](https://www.sans.org/cyber-security-courses/battlefield-forensics-and-data-acquisition/) is a digital forensic acquisition training course, provides the necessary skills to identify the many and varied data storage mediums in use today, and how to collect and preserve this data in a forensically sound manner despite how and where it may be stored.

**Course Objectives**

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

* Master the tools, techniques, and procedures necessary to effectively locate, identify, and collect data no matter where it is stored
* Handle and process a scene properly to maintain evidentiary integrity
* Perform data acquisition from at-rest storage, including both spinning media and solid-state storage
* Identify the numerous places that data for an investigation might exist
* Perform Battlefield Forensics by going from evidence seizure to actionable intelligence in 90 minutes or less
* Assist in preparing the documentation necessary to communicate with online entities such as Google, Facebook, Microsoft, etc.
* Understand the concepts and usage of large-volume storage technologies, including JBOD, RAID storage, NAS devices, and other large-scale, network addressable storage
* Identify and collect user data within large corporate environments where it is accessed using SMB
* Gather volatile data such as a computer system's RAM
* Recover and properly preserve digital evidence on cellular and other portable devices
* Address the proper collection and preservation of data on devices such as Microsoft Surface/Surface Pro, where hard-drive removal is not an option
* Address the proper collection and preservation of data on Apple devices such as MacBook, MacBook Air, and MacBook Pro, where hard-drive removal is not an option
* Properly collect and effectively target email from Exchange servers, avoiding the old-school method of full acquisition and subsequent onerous data culling
* Properly collect data from SharePoint repositories
* Access and acquire online mail stores such as Gmail, Hotmail, and Yahoo Mail accounts.

**Associated Certification:** [GIAC Battlefield Forensics and Acquisition (GBFA)](https://www.giac.org/certifications/battlefield-forensics-acquisition-gbfa/)

* The GIAC Battlefield Forensics and Acquisition (GBFA) certification demonstrates that an individual is trained and qualified in the proper collection, acquisition, and rapid triage analysis of many forms of data storage. Certified GBFA professionals can traverse each point from arriving at a scene, through determining and establishing the "quick wins" necessary to rapidly move an investigation forward.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Battlefield Forensics and Acquisition (GBFA)](https://www.giac.org/certifications/battlefield-forensics-acquisition-gbfa/) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR498 [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 or SelfStudy] 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/cyber-security-courses/digital-acquisition-rapid-triage/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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