SANS 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 [SEC586: Blue Team Operations: Defensive PowerShell](https://www.sans.org/cyber-security-courses/blue-team-operations-defensive-powershell/).

The following information 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**

[SEC586: Blue Team Operations: Defensive PowerShell](https://www.sans.org/cyber-security-courses/blue-team-operations-defensive-powershell/) is designed for beginners who are new to the PowerShell scripting language as well as to seasoned veterans looking to round out their skillset. Language fundamentals are covered in-depth, with hands-on labs to enable beginner students to become comfortable with the platform. For skilled PowerShell users who already know the basics, the material is meant to solidify knowledge of the underlying mechanics while providing additional challenges to further this understanding. SEC586 maximizes the use of PowerShell in an approach based specifically on Blue Team use cases. This course will enable Information Security professionals to leverage PowerShell to build tooling that hardens systems, hunts for threats, and responds to attacks immediately upon discovery. In addition, the PowerPlay platform built into the lab environment enables practical, hands-on drilling of concepts to ensure understanding, promote creativity, and provide a challenging environment for anyone to build on their existing skillset. PowerPlay consists of challenges and questions mapping back to and extending the course material.

After completing SEC586, I’ll be able to harden my systems and accelerate my capabilities to more immediately detect and respond to threats. I will leave this course well equipped with the skills to automate everyday cyber defense tasks.

**Course Objectives**

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

* Understand PowerShell scripting fundamentals from the ground up with respect to the capabilities of PowerShell as a defensive toolset
* Learn various ways to maximize performance of code across dozens, hundreds, or thousands of systems
* Utilize modern hardening techniques using Infrastructure-as-Code principles
* Understand how to integrate disparate systems for multi-platform orchestration
* Utilize PowerShell-based detection techniques ranging from Event Tracing for Windows to baseline deviation to deception
* Effectively implement response techniques leveraging PowerShell-based automation

**Expected Cost**

I’d like to take SEC586 [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] |
| OnDemand Bundle fee | [$849] |
| Travel and Hotel\* (for live training only) | [$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/blue-team-operations-defensive-powershell/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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