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 building on the skills you’ve gained 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 [Name of course]. (*You can find all course links* [*here*](https://www.sans.org/cyber-security-courses/)*).*

The information below clarifies how this training will benefit our organization’s security, the benefits to securing early, and relevant cost and travel information.

**Course Description**

[Copy and paste the course description here]

**Course Objectives**

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

* [Within the page syllabus of every course you’ll be able to copy and paste your key takeaways here]

**Expected Cost**

I’d like to take [Name of course] [fill in either: (1) “at SANS 2024, from April 24 through April 29, 2024.” or (2) “online, with live virtual sessions and [select four (Simulcast) or six (vLive)] months of access via the SANS training platform”].

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

|  |  |
| --- | --- |
| Course fee | [$X,XXX] |
| Subtract Ultimate SANS Training Discount | [-$1000] |
| OnDemand Bundle fee | [$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 $245/night.

**Conclusion**

I believe this course will further my knowledge, reinforce what I learned in class this year and ensure mastery of real-world skills.

I’ll be saving the organization $1,000 by securing my spot now for next year. This is the best and biggest discount SANS has to offer.

Thanks for your consideration,

[Add standard signature]