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 [FOR572: Advanced Network Forensics: Threat Hunting, Analysis, and Incident Response](https://www.sans.org/course/advanced-network-forensics-analysis) and its associated [GIAC Network Forensic Analyst (GNFA)](https://www.giac.org/certification/network-forensic-analyst-gnfa) 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**

[FOR572: Advanced Network Forensics: Threat Hunting, Analysis, and Incident Response](https://www.sans.org/course/advanced-network-forensics-analysis) covers the most critical skills needed to mount efficient and effective post-incident response investigations. Building on my existing knowledge of networking and common forensic techniques and methodologies, I’ll learn the tools, technology, and processes required to integrate network evidence sources into investigations, with a focus on efficiency and effectiveness.

I’ll also learn to leverage existing infrastructure devices that may contain months or years of valuable evidence, and how to place new collection platforms while an incident is already under way.

**Course Objectives**

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

* Extract files from network packet captures and proxy cache files.
* Use historical data to identify relevant past network occurrences.
* Reverse-engineer custom network protocols.
* Decrypt captured SSL traffic to identify attackers' actions and extracted data.
* Use data from typical network protocols to increase fidelity of an investigation's findings.
* Collect additional evidence based on existing systems and platforms.
* Examine traffic to identify patterns of activity or specific actions that need more investigation.
* Incorporate log data into a comprehensive analytic process.
* See how attackers are intercepting seemingly secure communications.
* Examine proprietary network protocols for actions on endpoint systems.
* Analyze wireless network traffic for evidence of malicious activity.
* Modify configuration of typical network devices, like firewalls and intrusion detection systems.

**Associated Certification:** [**GNFA: GIAC Network Forensic Analyst**](https://www.giac.org/certification/network-forensic-analyst-gnfa)

* The GNFA certification is for forensic professionals who want to demonstrate their ability to perform examinations employing network forensic artifact analysis. The exam will certify that I understand the fundamentals of network forensics, normal and abnormal conditions for common network protocols, the processes and tools used to examine device and system logs, wireless communication, and encrypted protocols.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Network Forensic Analyst (GNFA)](https://www.giac.org/certification/network-forensic-analyst-gnfa) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR572 [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/course/advanced-network-forensics-analysis.

Thanks for your consideration,

[Add standard signature]

Attachment:

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