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 FOR589: Cybercrime Intelligence.

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

FOR589: Cyber Crime Intelligence provides an in-depth exploration of the cybercrime underground, detailing a wide array of tactics and techniques that cybercriminals use to target organizations. Moreover, FOR589 offers more than 20 labs and a final exercise that will equip analysts with the skills to extend their organization's defenses, proactively gather critical information, trace cryptocurrency proceeds of crime and generate the actionable intelligence required to protect their organization before an attack occurs.

Course Objectives

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

- Map cybercriminal infrastructure, analyze cybercriminal capabilities, uncover the victims of cybercrime, and attribute operations to the cybercriminals behind the keyboard.
- Navigate the dark web, trace cryptocurrency transactions, and understand money-laundering schemes.
- Perform undercover operations, including how to traverse the dark web safely, create sock puppet accounts with sound operational security (OPSEC), interact with threat actors, and infiltrate underground communities.
- Work with various cybersecurity tools to detect, analyze, and mitigate cyber threats, as well as understand the scope, scale, and impact of organized cybercrime and more.

Expected Cost

I'd like to take FOR589 [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) "Live Online, virtual 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	[$769]
OnDemand Bundle fee	[$769]
Travel and Hotel* (for live training only)	[$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/cybercrime-intelligence/

Thanks for your consideration,

[Add standard signature]

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