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 [FOR585: Smartphone Forensic Analysis In-Depth](https://www.sans.org/cyber-security-courses/advanced-smartphone-mobile-device-forensics/) and its associated [GIAC Advanced Smartphone Forensics (GASF)](https://www.giac.org/certifications/advanced-smartphone-forensics-gasf/) 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**

[FOR585: Smartphone Forensic Analysis In-Depth](https://www.sans.org/cyber-security-courses/advanced-smartphone-mobile-device-forensics/) teaches the latest malware, smartphone operating systems, third-party applications, acquisition shortfalls, extraction techniques (jailbreaks and roots) and encryption.

**Course Objectives**

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

* Where key evidence is located on a smartphone
* How the data got onto the smartphone
* How to recover deleted mobile device data that forensic tools miss
* How to decode evidence stored in third-party applications
* How to detect, decompile, and analyze mobile malware and spyware
* Advanced acquisition terminology and techniques to gain access to data on smartphones
* How to handle locked or encrypted devices, applications, and containers
* How to properly examine databases containing application and mobile artifacts
* How to create, validate, and verify the tools against real datasets

**Associated Certification:** [**GIAC Advanced Smartphone Forensics (GASF)**](https://www.giac.org/certifications/advanced-smartphone-forensics-gasf/)

* The GIAC Advanced Smartphone Forensics (GASF) certification demonstrates proficiency in mobile device forensics investigations which includes popular mobile devices used in our work and personal lives. These devices contain a large volume and type of data such as contact lists, email, work documents, SMS messages, images, internet browsing history, application specific data, and more which carries a rich source of data for forensic examinations.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Advanced Smartphone Forensics (GASF)](https://www.giac.org/certifications/advanced-smartphone-forensics-gasf/) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR585 [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/advanced-smartphone-mobile-device-forensics/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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