Sample SANS Security Awareness Summit Request Letter

Use the following sample request letter to justify the time and budget required to attend the SANS Summit 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 knowledge, skills and community required to secure your organization and advance your career. On the second page is an AI prompt you can use to auto-generate your own, customized message if you prefer.

Subject: Request to Attend the SANS Security Awareness Summit

Dear [Manager's Name],

I'd like to request approval to attend the **SANS Security Awareness Summit** on 14/15 August in Chicago, IL. This summit is the premier event focused on the human side of cybersecurity, providing actionable insights on **emerging threats, employee engagement and ultimately strengthening our security culture**. Reasons why I believe this event will be so valuable for us include

1. **Actionable**: The summit is focused on providing real world lessons learned and action items that we can apply the day I get back to work.

2. **Expertise**: This event brings together the top experts and practitioners from around the world that will be sharing the latest advances in security awareness, culture, and human risk. This includes CISOs, highly experienced security awareness / culture professionals, and experts in outside fields such as organizational change, behavioral economics, and marketing.

3. **Community**: The in-person event emphasizes networking, enabling me to partner with people whose organizations are very similar to ours and can share solutions for the very same challenges we are currently facing.

4. **Hands-on Workshops**: The in-person event provides hands-on workshops enabling me to go beyond just talks but actually sit down and apply key concepts, in some cases drafting customized action plans we can leverage when I get back.

The estimated cost for the event and travel is [*insert costs here*]. This investment directly supports our [company/department]'s cybersecurity goals by empowering us to strengthen, manage, and measure our security culture and reduce human risk. Finally, I would be happy to document lessons learned while at the event and share key takeaways and recommendations with our team after the event.

I would be happy to discuss any questions you may have.

Option #2: Artificial Intelligence (AI) Prompt

Use this AI prompt with your favorite AI engine to auto-generate your own customized justification letter. You may want to add some context in the prompt about your organization (industry, mission, location, challenges, etc) so AI can better customize the email for your needs.

PROMPT

I would like to attend the SANS Security Awareness Summit this 14/15 August in Chicago, IL. You can learn more about the event at the URL https://sans.org/SecAwareSummit. Be sure to visit this webpage first for context. This is one of the world's largest and most well-known events on the human side of cybersecurity.

Please help me create an email that I can send to my boss explaining why I should be able to go and the value to my organization. Focus on how the event will enable our organization to better secure our workforce and ultimately create a stronger security culture. The event stresses actionable items we can apply when I return, hands-on workshops and extensive opportunities to meet others and build a community. Be sure to end the email with how I'll be happy to take detailed notes and will share these lessons learned with the rest of the security team when I return.

NOTE: Remember, once AI generates the email template for you, you can give it follow-up commands to better customize the email for you, such as

- Do it again but make the email shorter.
- Do it again but make the email more technical.
- Do it again but go into more detail into the business value of our organization.