SANS 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 [SEC573: Automating Information Security with Python](https://www.sans.org/cyber-security-courses/automating-information-security-with-python/) and its associated [GIAC Python Coder (GPYC)](https://www.giac.org/certifications/python-coder-gpyc/) exam.

The following information clarifies how this training and certification 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**

[SEC573: Automating Information Security with Python](https://www.sans.org/cyber-security-courses/automating-information-security-with-python/) is an entry-level course designed to give you the skills to tweak, customize, or outright develop your own tools/solutions to ensure that your organization can operate at the speed of the adversary using Python. SEC573 is an immersive, self-paced, hands-on, and lab-intensive course. After covering the essentials required for people who have never coded before, the course will present students with real-world forensics, defensive, and offensive challenges.

After completing SEC573, I’ll be able to develop a malware dropper for an offensive operation; learn to search my logs for the latest attacks; develop code to carve forensics artifacts from memory, hard drives, and packets; automate the interaction with an online website's API; and write a custom packet sniffer.

**Course Objectives**

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

* Leverage Python to perform routine tasks quickly and efficiently
* Automate log analysis and packet analysis with file operations, regular expressions, and analysis modules to find evil
* Develop forensics tools to carve binary data and extract new artifacts
* Read data from databases and the Windows Registry
* Interact with websites to collect intelligence
* Develop UDP and TCP client and server applications
* Automate system processes and process their output

### Associated Certification: [GIAC Python Coder (GPYC)](https://www.giac.org/certifications/python-coder-gpyc/)

* The GPYC certification is for information security professionals, python developers, forensic analysts, network defenders, and penetration testers. The exam will certify that I can demonstrate a deep understanding of core programming concepts, and the ability to write and analyze working code using the Python programming language. It will also certify that I have a strong foundation of knowledge on common python libraries, creating custom tools, collecting information about a system or network, interacting with websites and databases, and automating testing.
* See the “Exam Certification and Outcomes Statements” section of the [GPYC: GIAC Python Coder](https://www.giac.org/certifications/python-coder-gpyc/) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC573 [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) “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 | [$849] |
| OnDemand Bundle fee | [$849] |
| Travel and Hotel\* (for live training only)                            | [$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/automating-information-security-with-python/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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