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 [SEC588: Cloud Penetration Testing](https://www.sans.org/cyber-security-courses/cloud-penetration-testing/).

**Why we need this course?**

SEC588 will equip us with the latest cloud-focused penetration testing techniques and enable us to fully assess our cloud environments. The course dives into topics like cloud-based microservices, in-memory data stores, serverless functions, Kubernetes meshes, and containers. It also looks at how to identify and test cloud-first and cloud-native applications. This course specifically teaches tactics for **penetration testing in Azure and Amazon Web Services**. It is one thing to assess and secure our data center, but it takes this specialized skill set to evaluate and report on the risks to our organization if our cloud services are left insecure.

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

* Conduct cloud-based penetration tests
* Assess cloud environments and bring value back to the business by locating vulnerabilities
* Understand first-hand how cloud environments are constructed and how to scale factors into the gathering of evidence
* Assess security risks in Amazon and Microsoft Azure environments, the two largest cloud platforms in the market today
* Immediately apply what you have learned to your work

**Which translate into business benefits for our company of:**

* Learn how to assess and test cloud environments through real-world cloud-based labs
* Understand the differences between cloud-native, multi-cloud, and cloud hybrid infrastructures
* Penetration testing on real world microservices
* Learn how containers and CI/CD Pipelines are abused
* Attack Kubernetes, Serverless Functions, and Windows Containers
* Understand how identity systems work in the cloud and how to attack them

**Expected Cost**

I’d like to take SEC588 [fill in either: (1) “at [event name], from [start date] through [end date].” or (2) “online, with four months of access to the SANS OnDemand training platform.” or (3) “online, via Live Online 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] |
| 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].

**Testimonials**

**“This emerging course perfectly complements the change in the direction of red team engagement scopes.”** *– Kyle Spaziani, Sanofi*

**“SEC588 taught me crucial information needed before putting data in a cloud.”** *– Maria Lopez, NVCC*

**“SANS course SEC588 taught me more than I expected. With the rapid development of new technologies offered by cloud providers, SEC588 has given me an important framework for cloud pen testing.”** *– Jonus Gerrits, Phillips66*

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/cloud-penetration-testing/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at https://www.sans.org/cyber-security-courses/enterprise-cloud-security-architecture and attach to email]