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 [SEC595: Applie Data Science and AI / Machine Learning for Cybersecurity Professionals](https://www.sans.org/cyber-security-courses/applied-data-science-machine-learning/).

The following information 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**

[SEC595: Applie Data Science and AI / Machine Learning for Cybersecurity Professionals](https://www.sans.org/cyber-security-courses/applied-data-science-machine-learning/) is designed for students with little to no experience with data science or machine learning. This entry-level course helps students gain a strong foundation in practical data science, statistics, probability and machine learning. Centered around solving information security problems, this course is structured as a series of short discussions with extensive hands-on labs that help students to develop useful intuitive understandings of how these concepts relate and can be used to solve real-world problems.

After completing SEC595, I’ll be able to apply my knowledge to real world problems and I will have the ability to build my own machine learning solutions.

**Course Objectives**

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

* Apply statistical models to real world problems in meaningful ways
* Generate visualizations of your data
* Perform mathematics-based threat hunting on your network
* Understand and apply unsupervised learning/clustering methods
* Build Deep Learning Neural Networks
* Build and understand Convolutional Neural Networks
* Understand and build Genetic Search Algorithms
* Build AI anomaly detection tools
* Model information security problems in useful ways
* Build useful visualization dashboards
* Solve problems with Neural networks

**Expected Cost**

I’d like to take SEC595 [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) “live online at [event name], attending the virtual streaming session 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 | [$979] |
| Travel and Hotel\* (for live training only) | [$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/applied-data-science-machine-learning/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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