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 [SEC560: Network Penetration & Ethical Hacking](https://www.sans.org/course/network-penetration-testing-ethical-hacking) and its associated [GIAC Certified Penetration Tester](https://www.giac.org/certification/penetration-tester-gpen) (GPEN) 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**

[SEC560: Network Penetration & Ethical Hacking](https://www.sans.org/course/network-penetration-testing-ethical-hacking) is the SANS Institute’s flagship penetration testing course, covering the tools and methodologies used to attack networks today with more than 30 detailed, hands-on labs. It starts with proper planning, scoping and recon, then dives deep into scanning, target exploitation, password attacks, and web app manipulation. It concludes with a final, real-world penetration test scenario, in which I will discover and exploit vulnerabilities in a realistic sample target organization.

**Course Objectives**

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

* Develop tailored scoping and rules of engagement for penetration testing projects.
* Conduct detailed reconnaissance.
* Conduct comprehensive network sweeps, port scans, Operating System fingerprinting, and version scanning.
* Extract detailed information from target systems.
* Discover vulnerabilities in a safe manner and customize output to represent the business risks.
* Verify findings and perform false positive reduction.
* Plunder target systems for vital information that can further overall penetration test progress, establish pivots for deeper compromise, and help determine business risks.
* Scan, exploit, and then pivot through a target environment in-depth.
* Conduct comprehensive password attacks against an environment.
* Launch web application vulnerability scanners to determine business risks.

### Associated Certification: [GIAC Penetration Tester (GPEN)](https://www.giac.org/certification/penetration-tester-gpen)

* The GPEN certification is for individuals who are responsible for network and host monitoring, traffic analysis, and intrusion detection. It will certify that I’ve mastered penetration-testing methodologies, the legal issues surrounding penetration testing, and how to properly conduct a penetration test, as well as best practice technical and non-technical techniques specific to conduct a penetration test.
* See the “Exam Certification and Outcomes Statements” section of the [GPEN: GIAC Penetration Tester](https://www.giac.org/certification/penetration-tester-gpen) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC560 [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 | [$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/course/network-penetration-testing-ethical-hacking.

Thanks for your consideration,

[Add standard signature]

Attachment:

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