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 [SEC388: Introduction to Cloud Computing and Security](https://www.sans.org/cyber-security-courses/introduction-cloud-computing-security/).

**Why we need this course?**

Today’s world of cyber security moves quickly. Cloud security moves even faster, so getting started or moving into a career in this field can be intimidating if you do not have the foundation to be successful. SANS SEC388 solves this problem by helping you to learn the foundational elements of modern cloud computing and security. SANS does this by introducing, and eventually immersing, students in both AWS and Azure; by doing so, exposing students to important concepts, services, and the intricacies of each vendor’s platform. This course provides students with the knowledge needed to confidently speak to modern cybersecurity security issues brought on by the cloud and become well versed with applicable terminology. Students won't just learn about cloud security, but about the “how” and the “what”, behind the critical cloud security topics impacting businesses today.

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

* Make sense of different cloud-based services
* Understand and analyze risk in the cloud
* Interact with Azure and AWS environments using a browser and command line tools
* Change behavior and build a security-aware culture
* Deploy and integrate cloud services in AWS and Azure
* Get up to speed quickly on cloud security issues and terminology
* Detect and effectively respond to a simulated cloud breach
* Speak the same language as technical security professionals
* Automate common tasks using cloud shells

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

* Develop professionals – technical and managerial - that know how to use AWS and Azure services
* Anticipate what cloud security threats are applicable to our business
* Learn how to mitigate threats
* Create a culture where security empowers the business to succeed

**Expected Cost**

I’d like to take SEC388 [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**

**“The explanation of AWS & Azure, and the supporting slides, were very clear & gave a good introduction to both companies. I think they were the right level for someone without any sort of cloud background.”** *– Shannon Brunston*

**“This is a great course for system administrators and security practitioners who are transitioning, or thinking about transitioning, from a primarily on-premises workload to a public cloud workload. The mixture of introductory concepts and security-specific concerns was just right. I walked away from the course with a better understanding of public cloud environments and how they can be leveraged to meet business goals, and valuable hands-on experience working within the cloud provider's tools to deploy example servers and applications with an eye toward doing it all securely.”** *– Flint Gatrell*

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/introduction-cloud-computing-security/

Thanks for your consideration,

[Add standard signature]

Attachment:

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