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 [FOR608: Enterprise-Class Incident Response & Threat Hunting](https://www.sans.org/cyber-security-courses/enterprise-incident-response-threat-hunting/).

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**

[FOR608: Enterprise-Class Incident Response & Threat Hunting](https://www.sans.org/cyber-security-courses/enterprise-incident-response-threat-hunting/) focuses on identifying and responding to incidents too large to focus on individual machines. By using example tools built to operate at enterprise-class scale, students learn the techniques to collect focused data for incident response and threat hunting, and dig into analysis methodologies to learn multiple approaches to understand attacker movement and activity across hosts of varying functions and operating systems by using an array of analysis techniques.

**Course Objectives**

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

* Understand when incident response requires in-depth host interrogation or light-weight mass collection
* Deploy collaboration and analysis platforms that allow teams to work across rooms, states, or countries simultaneously
* Collect host- and cloud-based forensic data from large environments
* Discuss best practices for responding to Azure, M365, and AWS cloud platforms
* Learn analysis techniques for responding to Linux and Mac operating systems
* Analyze containerized microservices such as Docker containers
* Correlate and analyze data across multiple data types and machines using a myriad of analysis techniques
* Conduct analysis of structured and unstructured data to identify attacker behavior.
* Enrich collected data to identify additional indicators of compromise
* Develop IOC signatures and analytics to expand searching capabilities and enable rapid detection of similar incidents in the future
* Track incidents and indicators from beginning to end using built-for-purpose incident response engagement tooling.

**Expected Cost**

I’d like to take FOR608 [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] |
| 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].

**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/enterprise-incident-response-threat-hunting/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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