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 [LDR433: Managing Human Risk](https://www.sans.org/ldr433).

**Why we need this course?**

Cybersecurity is no longer just a technical challenge but also a human one—people play a role in 70% of all breaches. For most organizations, managing human risk has become their biggest security challenge. LDR433 training equips security professionals with a structured roadmap to effectively engage, train, and secure their workforce by changing behaviors and embedding a strong security culture.

As a result of this training, I will gain the expertise to identify and mitigate top human-related security risks, leverage behavior change models, measure the effectiveness of security awareness programs, and align security initiatives with broader organizational goals. Additionally, this course provides the opportunity to earn the [**SANS Security Awareness Professional (SSAP) credential**](https://www.sans.org/security-awareness-training/career-development/credential/), an industry-recognized certification in human risk management.

I will apply everything I learn through LDR433’s seven highly interactive team labs, numerous case studies, and access to an exclusive private community forum for ongoing collaboration and knowledge sharing.

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

* Assess and prioritize human-related security threats and determine behaviors that mitigate these risks.
* Leverage models such as the BJ Fogg Behavior Model, AIDA Marketing Funnel, Golden Circle, and ADDIE Training Model to drive behavior change.
* Develop a strong security awareness program aligned with strategic security priorities.
* Effectively engage and communicate security messages across different demographics, roles, and organizational cultures.
* Measure the impact of security awareness initiatives, track reductions in human risk, and report results to leadership.
* Utilize the Security Awareness Maturity Model to benchmark and grow the program’s effectiveness over time.
* Apply AI-driven approaches to enhance security awareness training and engagement.

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

* Strengthen our security posture by reducing human-related security risks.
* Increase engagement and participation in security awareness programs.
* Improve the ROI of security training by focusing on measurable behavior change.
* Align security awareness efforts with overall risk management strategies.
* Effectively communicate the value of security initiatives to leadership in business terms.

**Expected Cost**

I’d like to take LDR433 [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**

**“Overall just fantastic. I would love for my whole team to attend this training - invaluable and eye-opening knowledge that I think will enable lots of good changes and growth.”** *– Luka Morkyte, JPMorgan Chase*

**“I enjoyed learning from other attendees during the breakout session. It’s really good to hear about how other organizations implement their programs. Sharing best practices has been really insightful."***– Angela Childs*

**“Content was relevant, up-to-date, and presented with a clear practical application."***– Rhys Arnold, Bridewill*

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 [**LDR433: Managing Human Risk**](https://www.sans.org/ldr433/).

Thank you for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at [**LDR433: Managing Human Risk**](https://www.sans.org/ldr433/)]