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 [LDR520: Cloud Security for Leaders](https://www.sans.org/cyber-security-courses/cloud-security-leaders/).

**Why we need this course?**

This cloud security strategy for leaders training course focuses on what managers, directors, and security leaders need to know about developing their plan/roadmap while managing cloud security implementation capabilities. To safeguard the organization's cloud environment and investments, a knowledgeable management team must engage in thorough planning and governance. We emphasize the essential knowledge needed to develop a cloud security roadmap and effectively implement cloud security capabilities. Making informed security decisions when adopting the cloud necessitates understanding the technology, processes, and people associated with the cloud environment.

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

* Define a strategy for securing a workload in the cloud for enterprises that can support our business objectives
* Establish a security roadmap based on the security strategy that can support a fast-paced cloud adoption and migration path while maintaining a high degree of security assurance
* Understand the security fundamentals of the cloud environment across different types of service offerings, then explain and justify to other stakeholders the relevant strategic decisions
* Build an effective plan to mature a cloud security posture over time, leveraging security capabilities offered by cloud providers to leapfrog in security capabilities
* Explain the security vision of the organization in the Cloud domain to our Board of Directors and executives, collaborate with our peers, and engage our workforce, driving the security culture change required for the cloud transformation

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

* Establish a cloud security program supporting the fast-pace business transformation
* Understand current and future maturity levels of cloud security in contrast to the industry benchmarks
* Make informed decisions for our cloud security program
* Anticipate the security capabilities and guardrails to build for securing the cloud environment
* Safeguard the enterprise data as workloads are migrated to the cloud

**Expected Cost**

I’d like to take LDR520 [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].

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 [**LDR520: Cloud Security for Leaders**](https://www.sans.org/cyber-security-courses/cloud-security-leaders/).

Thanks for your consideration,

[Add standard signature]

Attachment:

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