**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 [SEC406: Linux Security for InfoSec Professionals](https://www.sans.org/cyber-security-courses/security-essentials-network-endpoint-cloud/).

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**

[SEC406: Linux Security for Infosec Professionals](https://www.sans.org/cyber-security-courses/security-essentials-network-endpoint-cloud/) provides essential hands-on training to configure, secure, and manage Linux systems effectively. This five-day course covers user access control, process and package management, networking, and secure remote administration. Through practical labs, I will learn to identify and mitigate Linux-specific security risks, enhancing our organization’s ability to protect its infrastructure.

After completing SEC406, I’ll be able to navigate the Linux command line with confidence, apply security best practices to harden Linux systems, and manage access controls to enforce least privilege. I will also develop the ability to analyze system logs, monitor resource usage, and configure firewalls and SSH for secure remote access. These skills will enable me to strengthen the security of Linux-based infrastructure, ensuring my organization’s systems remain resilient against cyber threats.

**Course Objectives**

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

* **Develop Essential Linux Skills** – Gain proficiency in Linux administration, including working with the command line, managing users, and configuring security settings.
* **Secure Linux Systems** – Learn how to configure a Linux system securely, apply best practices, and mitigate vulnerabilities that attackers could exploit.
* **Enhance File and User Access Control** – Understand permissions, user authentication, and access control mechanisms such as Sudoers, SELinux, and AppArmor.
* **Master Linux Command Line Operations** – Navigate the terminal efficiently, execute programs, and manage files using advanced command-line techniques.
* **Manage User Accounts and Groups** – Configure and control user authentication, group management, and file ownership.
* **Improve System Monitoring and Resource Management** – Learn how to analyze system performance, manage processes, and handle logs for security auditing.
* **Strengthen Incident Response Capabilities** – Utilize logging, audit mechanisms, and access control techniques to detect, investigate, and respond to security incidents.
* **Implement Secure Remote Administration** – Leverage SSH, SCP, and OpenSSL to manage Linux systems remotely while maintaining secure communications.
* **Understand Networking and Firewall Configurations** – Configure network settings, apply firewall rules, and secure Linux-based infrastructure in cloud and on-prem environments.
* **Utilize Package and Software Management** – Install and maintain Linux software securely using package managers and best practices for software deployment.

**Expected Cost**

I’d like to take SEC406 [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] training platform.” or (3) “live online at [event name], attending the virtual streaming session from [start date] to [end date].”].

The attached an 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**

Thanks for your consideration,
[Add standard signature]

Attachment:
 Unpaid invoice for SANS training find at XXX an attach to email]