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 [FOR508: Advanced Digital Forensics, Incident Response, and Threat Hunting](https://www.sans.org/course/advanced-incident-response-threat-hunting-training) and its associated [GIAC Certified Forensic Analyst](https://www.giac.org/certification/certified-forensic-analyst-gcfa) (GCFA) exam.

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**

[FOR508: Advanced Digital Forensics, Incident Response, and Threat Hunting](https://www.sans.org/course/advanced-incident-response-threat-hunting-training) gives responders and threat hunting teams the advanced skills they need to hunt down, identify, counter, and recover from a wide range of threats within enterprise networks—including APT nation-state adversaries, organized crime syndicates, and hactivists.

The course teaches techniques investigators can use to perform scalable, rapid response, hunt effectively for threats, quickly identify adversaries, and prepare proper scoping of incidents to begin efficient remediation. And I’ll learn to utilize memory forensics and advanced timeline analysis capabilities to perform a rapid assessment of our system and issue a full report to management as quickly as possible.

**Course Objectives**

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

* Detect how and when a breach occurred.
* Identify compromised and affected systems.
* Perform damage assessments and determine what was stolen or changed.
* Contain and remediate incidents.
* Develop scalable indicators and threat intelligence.
* Hunt down additional breaches using knowledge of an adversary.

**Associated Certification: [GIAC Certified Forensic Analyst (GCFA)](https://www.giac.org/certification/certified-forensic-analyst-gcfa)**

* The GCFA certification is for professionals working in information security, computer forensics, and incident response. The GCFA will certify that I’m able to conduct formal incident investigations and handle advanced incident handling scenarios, including internal and external data breach intrusions, advanced persistent threats, anti-forensic techniques used by attackers, and complex digital forensic cases.
* See the “Exam Certification and Outcomes Statements” section of the [GCFA: GIAC Certified Forensic Analyst](https://www.giac.org/certification/certified-forensic-analyst-gcfa) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR508 [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] |
| GIAC Certification fee | [$XXX] |
| OnDemand Bundle fee | [$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/course/advanced-incident-response-threat-hunting-training>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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