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 [SEC566: Implementing and Auditing Security Frameworks and Controls](https://www.sans.org/cyber-security-courses/implementing-auditing-cis-controls/) and its associated [GIAC Critical Controls Certification (GCCC)](https://www.giac.org/certifications/critical-controls-certification-gccc/) exam.

**Why we need this course?**

High-profile cybersecurity attacks indicate that offensive attacks are outperforming defensive measures. Cybersecurity engineers, auditors, privacy, and compliance team members are asking how they can practically protect and defend their systems and data, and how they should implement a prioritized list of cybersecurity hygiene controls. In SANS SEC566, students will learn how an organization can defend its information by using a vetted cybersecurity control standard. Students will specifically learn how to implement, manage, and assess security control requirements defined by the Center for Internet Security’s (CIS) Controls. Students will gain direct knowledge of the CIS Controls and ecosystem of tools to implement CIS controls acress organizations complex networks, including cloud assets. The course includes 17 hands-on lab Exercises and a program management simulation***.***

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

* Apply security controls based on actual threats that are measurable, scalable, and reliable in stopping known attacks and protecting your organization’s important information and systems
* Understand the importance of each control and how it is compromised if ignored
* Explain the defensive goals that result in quick wins and increased visibility of network and systems
* Identify and use tools that implement controls through automation
* Create a scoring tool to measure the effectiveness of each control
* Employ specific metrics to establish a baseline and measure the effectiveness of security controls
* Competently map CIS Controls to compliance and standards such as PCI-DSS, the NIST Cybersecurity Framework (CSF), ISO 27000, and more
* Audit each of the CIS Controls with specific, proven templates, checklists, and scripts provided to facilitate the audit process

**Associated Certification:** [[**GIAC Critical Controls Certification**](https://www.giac.org/certifications/critical-controls-certification-gccc/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GIAC Critical Controls Certification (GCCC) is the only certification based on the CIS Controls, a prioritized, risk-based approach to security. This certification ensures that candidates have the knowledge and skills to implement and execute the CIS Critical Controls recommended by the Council on Cybersecurity, and perform audits based on the standard.

* Background, purpose, and implementation of the CIS Critical Security Controls and related security standards; auditing principles
* Inventory and control of enterprise assets; inventory and control of software assets; secure configuration of enterprise assets and software; application software security; data protection; data recovery
* Account management; access control management; email and web browser protections; continuous vulnerability management; malware defenses; audit log management
* Network infrastructure management; network monitoring and defense; incident response management; penetration testing; security awareness and skills training; service provider management

See the “Exam Certification and Outcomes Statements” section of the [**GIAC Critical Controls Certification (GCCC)**](https://www.giac.org/certifications/critical-controls-certification-gccc/) page for a list of covered topics.

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

* Efficiently reduce the most important cyber-related risks
* Align compliance requirements with security and business goals and solutions
* Report the status of cybersecurity defense efforts to senior leadership in clear, business terms
* Enjoy peace of mind that your organization has a comprehensive strategy for defense and compliance

**Expected Cost**

I’d like to take SEC566 [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] |
| 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].

**Testimonials**

**"A comprehensive walk through of the Critical Security Controls, not just focusing on the 'what', but more importantly the 'why'. Its been an invaluable learning experience for me."***- Justin Cornell, LOM (UK) Limited*

**“The course content is very thorough and helps paint the picture of the CIS Controls that my organization follows.”** *– Matt S., US Military*

**“All week long I have been noting the topics and items I want to bring back to my team to improve various operations. This content is perfectly aligned with the work I am doing. So yes, this was an excellent course.”** *– Thad Zeitler, Athena Health*

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/implementing-auditing-cis-controls/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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