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 [LDR514: Security Strategic Planning, Policy, and Leadership](https://www.sans.org/cyber-security-courses/strategic-security-planning-policy-leadership/) and its associated [GIAC Strategic Planning, Policy, and Leadership](https://www.giac.org/certifications/strategic-planning-policy-leadership-gstrt/) exam.

**Why we need this course?**

The next generation of security leadership must bridge the gap between security staff and senior leadership by strategically planning how to build and run effective security programs. Yet, creating a security strategy, executing a plan that includes sound policy coupled with top-notch leadership is hard for IT and security professionals because we spend so much time responding and reacting. We almost never do strategic planning until we get promoted to a senior position, and then we are not equipped with the skills we need to run with the pack. This information security course will provide you with the tools to build a cybersecurity strategic plan, an entire IT security policy, and lead your teams in the execution of your plan and policy. By the end of class you will have prepared an executive presentation, read 3 business case studies, responded to issues faced by 4 fictional companies, analyzed 15 case scenarios, and responded to 15 Cyber42 events.

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

* How to develop strategic security plans
* Create effective information security policy
* Understand the different phases of the strategic planning process
* Increase knowledge of key planning tools
* Cultivate fundamental skills to create strategic plans that protect your company
* Enable key innovations
* Facilitate working effectively with your business partners
* Advance security strategic plans that incorporate business and organizational drivers
* Foster and assess information security policy
* Use management and leadership techniques to motivate and inspire your team

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

This course will help your organization:

* Create a security plan that resonates with customers
* Develop leaders that know how to align cybersecurity with business objectives
* Build higher performing security teams

**Associated Certification:** [[**GIAC Strategic Planning, Policy, and Leadership (GSTRT)**](https://www.giac.org/certifications/strategic-planning-policy-leadership-gstrt/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GIAC Strategic Planning, Policy, and Leadership (GSTRT) certification validates a practitioner's understanding of developing and maintaining cyber security programs as well as proven business analysis, strategic planning, and management tools. GSTRT certification holders have demonstrated their knowledge of building and managing cyber security programs with an eye towards meeting the needs of the business, board members, and executives.

* Business and Threat Analysis
* Security Programs and Security Policy
* Effective Leadership and Communications
* See the “Exam Certification and Outcomes Statements” section of the [**GIAC Strategic Planning, Policy, and Leadership (GSTRT)**](https://www.giac.org/certifications/strategic-planning-policy-leadership-gstrt/) page for a list of covered topics.

**Expected Cost**

I’d like to take LDR514 [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**

**“The course content didn't just focus on security, but how to bring security into the business. It showed how to effect change you need to see things from other's point of view and it outlined the skills for being a better human, coworker, friend, spouse, parent... Super glad I got the this certification as it forced me to review the information in the course. Thank you Frank Kim, SANS Institute, GIAC Certifications for a great course.”**

*– Adina Bodkins*

**“The Cyber42 game was perhaps one of the best learning tools that I've encountered in any professional class such as this one. The conversation and thought that went into each answer was an awesome experience.”**

*– Julien Brown, Consumers Energy*

***"*Really helpful and aligned with my current need in security strategy within my organization. There wasn't a day or section that was not directly applicable to issues I'm facing and strategies to address them*."****- Scott Quenneville, American Transmission Company*

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/strategic-security-planning-policy-leadership/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at https://www.sans.org/cyber-security-courses/strategic-security-planning-policy-leadership/and attach to email]