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 [SEC504: Hacker Tools, Techniques, Exploits, and Incident Handling](https://www.sans.org/course/hacker-techniques-exploits-incident-handling) and its associated GIAC Certified Incident Handler (GCIH) exam.

The information below clarifies how this training and certification 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**

[SEC504: Hacker Tools, Techniques, Exploits, and Incident Handling](https://www.sans.org/course/hacker-techniques-exploits-incident-handling) is one of the SANS Institute’s core technical courses, containing nearly 45 hours of instruction, including labs and a final full-day workshop so I can master the tools and techniques needed to detect and respond to attacks. I’ll learn attackers' tactics and strategies in detail—gaining hands-on experience in finding security vulnerabilities and discovering intrusions.

After completing SEC504, I’ll be able to execute best practices for handling security incidents, employ processes and tools to identify attacks or attackers, and evaluate our systems from the perspective of an attacker to identify vulnerabilities. In addition, I’ll gain knowledge of the legal issues associated with responding to computer attacks including employee monitoring, working with law enforcement, and handling evidence.

**Course Objectives**

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

* Prepare for an eventual breach.
* Use proactive and reactive defenses for each stage of a computer attack.
* Identify active attacks and compromises for Windows, UNIX, switches, and routers and how to defend these systems.
* Stop the latest computer attack vectors.
* Contain attacks and ensure that attackers do not return.
* Recover from computer attacks and restore our systems for business.
* Understand and use hacking tools and techniques.
* Develop an incident handling process and prepare our team for battle.

### Associated Certification: [GIAC Certified Incident Handler (GCIH)](https://www.giac.org/certification/certified-forensic-analyst-gcfa)

* The GCIH certification is for incident handlers who must understand common attack techniques, vectors, and tools, and defend against and/or respond to such attacks when they occur. It will certify that I have mastered the steps of the incident handling process and can detect malicious applications and network activity, identify common attack techniques that compromise hosts, detect and analyze system and network vulnerabilities, and perform continuous process improvement by discovering the root causes of incidents.
* See the “Exam Certification and Outcomes Statements” section of the [GCIH: GIAC Certified Incident Handler](https://www.giac.org/certification/certified-forensic-analyst-gcfa) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC504 [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 | [$769] |
| OnDemand Bundle fee | [$769] |
| Travel and Hotel\* (for live training only) | [$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/hacker-techniques-exploits-incident-handling.

Thanks for your consideration,

[Add standard signature]

Attachment:

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