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 [SEC549: Enterprise Cloud Security Architecture](https://www.sans.org/cyber-security-courses/enterprise-cloud-security-architecture).

**Why we need this course?**

The age of cloud computing has arrived as organizations have seen the advantages of migrating their applications from traditional on-premises networks. However, the rapid adoption of cloud has left the cloud security architect scrambling to design on this new medium. A shift to the cloud requires cybersecurity professionals to reorient their security goals around a new threat model to enable business requirements while improving their organization's security posture. This enterprise cloud security architecture training course is here to help enable this shift. SEC549 takes an architectural lens to enterprise-scale, cloud infrastructure challenges, addressing the security considerations architects need to address when tasked with business expansion into the cloud, from the centralization of workforce identity and network security controls, to the secure usage of shared cloud-hosted data, and the design of effective logging strategies.

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

* Enable business through secure cloud architectural patterns
* Connect the dots between architectural patterns and real-life infrastructure
* Build a secure, scalable identity foundation in the cloud
* Centralize your organization's workforce identity to prevent sprawl
* Learn how to incorporate both network-based and identity-based controls
* Ability to create data perimeters for cloud-hosted data repositories
* Enable Security Operations to respond in the Cloud
* Understand the telemetry and logging available across service models (IaaS, PaaS and SaaS)
* Design recovery processes leveraging break-glass accounts
* Strategically approach a phased cloud migration
* Implement Conditional Access Policies in order to guardrail resource access and strength your identity boundary

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

* Mitigate the risk posed by nascent cloud technologies and their rapid adoption
* Decrease the risk of cloud migrations by planning for phased approach
* Help your organization prevent identity sprawl and tech debt through centralization
* Enable business growth by creating high-level guardrails
* Prevent costly anti-patterns from becoming entrenched
* Move your organization towards a Zero-Trust posture through the uplifting of existing access patterns
* Design effective Conditional Access Policies and learn how to place guardrails around business-driven policy exceptions

**Expected Cost**

I’d like to take SEC549 [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] |
| 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**

**“I would recommend this course. It hits many core aspects of secure design. Additionally, lack of Cloud Security Architecture and Strategy, and Insecure Design have been highlighted as a top risk by organizations like Cloud Security Alliance and OWASP. Cloud security architecture topics need to have more attention and focus in general.”** *– Greg Lewis, SAP*

**“Current information and lots of it.”** *– Michael Martin, Banner Health*

**“The book, material, labs allow for a very interactive learning experience regarding building and understanding cloud architecture.”** *– Nevan Beal, Raymond James*

**“Exercises provoke thought and instill good discussions.”** *– Soe San Win, Robert Bosch, LLC*

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/enterprise-cloud-security-architecture

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at https://www.sans.org/cyber-security-courses/enterprise-cloud-security-architecture and attach to email]