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 [SEC510: Cloud Security Controls and Mitigations](https://www.sans.org/cyber-security-courses/cloud-security-controls-mitigations/) and its associated [GIAC Public Cloud Security (GPCS)](https://www.giac.org/certifications/public-cloud-security-gpcs/) exam.

**Why we need this course?**

Today’s organizations depend on complex, multicloud environments which must support hundreds of different services across multiple clouds. These services are often insecure by default. Similar services in different Cloud Service Providers (CSPs) need to be protected using very different methods. Security teams need a deep understanding of AWS, Azure, and Google Cloud services to lock them down properly. Checking off compliance requirements is not enough to protect the confidentiality, integrity, and availability of your organization’s data, nor will it prevent attackers from taking your critical systems down. With the right controls, organizations can reduce their attack surface and prevent security incidents from becoming breaches. Mistakes happen. Limit the impact of the inevitable.

***Includes 20 Hands-On Labs + CloudWars***

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

* Make informed decisions in the Big 3 cloud service providers by understanding the inner workings of each of their Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) offerings
* Implement secure Identity and Access Management (IAM) with multiple layers of defense-in-depth
* Build and secure multi cloud networks with segmentation and access control
* Encrypt data at rest and in-transit throughout each cloud
* Control the confidentiality, integrity, and availability of data in each cloud storage service
* Support non-traditional computing platforms like Application Services and serverless Functions as a Service (FaaS)
* Integrate each cloud provider with one another without the use of long-lived credentials
* Automate security and compliance checks using cloud-native platforms
* Guide engineering teams in enforcing security controls using Terraform and Infrastructure-as-Code (IaC)

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

* Reduce the attack surface of your organization’s cloud environments
* Prevent incidents from becoming breaches through defense in-depth
* Control the confidentiality, integrity, and availability of data in the Big 3 CSPs
* Increase use of secure automation to keep up with the speed of today’s business environment
* Resolve all unintentional access to business sensitive cloud assets

**Associated Certification:**  [**GIAC Public Cloud Security (GPCS)**](https://www.giac.org/certifications/public-cloud-security-gpcs/)

The GPCS certification validates a practitioner's ability to secure the cloud in both public cloud and multi cloud environments. GPCS-certified professionals are familiar with the nuances of AWS, Azure, and GCP and have the skills needed to defend each of these platforms.

* Evaluation and comparison of public cloud service providers
* Auditing, hardening, and securing public cloud environments
* Introduction to multi-cloud compliance and integration

**Expected Cost**

I’d like to take SEC510 [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**

**“This class was an excellent investment. I learned a great deal about the various strengths and weaknesses in the 3 largest cloud providers' default services and default configurations as well as inherent insecurities that can't be easily mitigated. There is a great deal of actionable content that I can take back to my team as we work to monitor and help our clients secure their cloud environments.”** *– John Senn, EY*

***“*Labs are insane. Such a great setup. I'm learning a ton and plus will be able to build upon this great foundation.”** *– Kevin Sahota, 604 Security*

***“*Labs are very well structured and detailed to explain exactly what is happening and why*.”*** *Gareth Johnson, Close Brothers*

**“Yes, I would definitely recommend this course. I consider the security topics covered to be critical knowledge for companies that are hosting in the cloud. The course content has been very well put together, well researched, and is very applicable.”** *– Dan Van Wingerden, Radiology Partners*

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 [**SEC510: Cloud Security Controls and Mitigations**](https://www.sans.org/cyber-security-courses/cloud-security-controls-mitigations/)

Thanks for your consideration,

[Add standard signature]

Attachment:

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