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 [FOR500: Windows Forensic Analysis](https://www.sans.org/course/windows-forensic-analysis) and its associated [GIAC Certified Forensic Examiner (GCFE)](https://www.giac.org/certification/certified-forensic-examiner-gcfe) exam.

The information below clarifies how this training 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**

[FOR500: Windows Forensic Analysis](https://www.sans.org/course/windows-forensic-analysis) builds in-depth digital forensics knowledge of Microsoft Windows operating systems. I will learn to recover, analyze, and authenticate forensic data on Windows systems, track specific user activity on our network, and organize findings for use in incident response, internal investigations, and civil/criminal litigation.

I will also learn to validate security tools, enhance vulnerability assessments, identify insider threats, track hackers, and improve our security policies.

**Course Objectives**

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

* Perform forensic analysis to detail nearly every action of a suspect on a Windows system.
* Uncover the exact time a user last executed a program.
* Use gathered information to prove intent in cases such as intellectual property theft, hacker-breached systems, and traditional crimes.
* Determine the number of times files have been opened by a suspect.
* Identify keywords searched by a specific user on a Windows system.
* Articulate every folder and directory that a user or attacker opened.
* Determine each time a specific USB device was attached to the system, the files and folders accessed, and who plugged it in.
* Use Event Log analysis to determine when and how users logged into a Windows system.
* Determine where a crime was committed using Registry data.
* Identify the web activity of suspects, even if privacy cleaners and in-private browsing were used.
* Determine how individuals used a system, who they communicated with, and what files they downloaded, modified, and deleted.

**Associated Certification:** [[**GIAC Certified Forensic Examiner (GCFE)**](https://www.giac.org/certification/certified-forensic-examiner-gcfe)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

* The GCFE certification is for information security, legal, and law enforcement professionals who need the core skills required to collect and analyze data from Windows computer systems. The exam will certify that I am able to conduct typical incident investigations including e-Discovery, forensic analysis and reporting, evidence acquisition, browser forensics, and tracing user and application activities on Windows systems.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Certified Forensic Examiner (GCFE)](https://www.giac.org/certification/certified-forensic-examiner-gcfe) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR500 [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 | [$XXX] |
| OnDemand Bundle fee | [$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].

**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/windows-forensic-analysis.

Thanks for your consideration,

[Add standard signature]

Attachment:

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