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 [SEC541: Cloud Security Attacker Techniques, Monitoring, and Threat Detection](https://www.sans.org/cyber-security-courses/cloud-security-attacker-techniques-monitoring-threat-detection/).

**Why we need this course?**

Cloud infrastructure provides organizations with new and exciting services to better meet the demands of their customers. However, these services bring with them new challenges, particularly for organizations struggling to make sense of the cloud native logs, keeping ahead of fast-moving development teams, and trying to learn how threats are adapting to cloud services. Securely operating cloud infrastructure requires new tools and approaches for better visibility into the cloud environment threat landscape, ability to capture appropriate data, and most importantly to be able to analyze and correlate the data effectively and accurately to understand if the specific threat is legitimate based on your organization's bigger picture. I will have the opportunity to complete 20 Hands-On Labs – repeatedly – as well as a Capture the Flag Event to put my newly learned skills to the test.

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

* Research attacks and threats to cloud infrastructure and how they could affect you
* Break down a threat into detectable components
* Effectively use AWS and Azure core logging services to detect suspicious behaviors
* Make use of cloud native API logging as the newest defense mechanism in cloud services
* Move beyond the cloud-provided Graphic User Interfaces to perform complex analysis
* Perform network analysis with cloud-provided network logging
* Understand how application logs can be collected and analyzed inside the cloud environment
* Effectively put into practice the AWS and Azure security specific services
* Integrate container, operating system, and deployed application logging into cloud logging services for more cohesive analysis
* Centralize log data from across your enterprise for better analysis
* Perform inventory of cloud resources and sensitive data using scripts and cloud native tooling
* Analyzing Microsoft 365 activity to uncover threats
* Ability to leverage cloud native architecture to automate response actions to attacks

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

* Decreasing the average time an attacker is in our environment
* Demonstrating how to automate analytics, thus reducing work load time for employees
* Helping our organization properly set up logging and configuration
* Decreasing risk of costly attacks by understanding and leveraging cloud specific security services
* Lessening the impact of breaches that do happen
* Learning how to "fly the plane", not just the ability to read the manual

**Expected Cost**

I’d like to take SEC541 [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**

**“Overall, the course content was great. As someone who is brought in to perform DFIR against the cloud, the class presented some great points on pivoting and what areas are most valuable.”** *– Noah McDonald, Palo Alto Networks*

**“The course content was very engaging and relevant.”** *– Davis Stovall, Church of Jesus Christ of Latter-day Saints*

***“*It's very difficult to find good training on K8s and container-based attacks and monitoring and this is the best I've seen (of many).”** *– Chase Helwig, CrowdStrike*

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/cloud-security-attacker-techniques-monitoring-threat-detection/

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at <https://www.sans.org/cyber-security-courses/cloud-security-attacker-techniques-monitoring-threat-detection/> and attach to email]