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 [FOR578: Cyber Threat Intelligence](https://www.sans.org/cyber-security-courses/cyber-threat-intelligence/) and its associated [GIAC Cyber Threat Intelligence (GCTI)](https://www.giac.org/certification/network-forensic-analyst-gnfa) 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**

[FOR578: Cyber Threat Intelligence](https://www.sans.org/cyber-security-courses/cyber-threat-intelligence/) Focuses on structured analysis in order to establish a solid foundation for any security skillset and to amplify existing skills. It will equip me, the security team, and our organization in the tactical, operational, and strategic level cyber threat intelligence skills and tradecraft required to better understand the evolving threat landscape and to accurately and effectively counter those threats.

**Course Objectives**

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

* Develop analysis skills to better comprehend, synthesize, and leverage complex scenarios
* Identify and create intelligence requirements through practices such as threat modeling
* Understand and develop skills in tactical, operational, and strategic-level threat intelligence
* Generate threat intelligence to detect, respond to, and defeat focused and targeted threats
* Learn the different sources to collect adversary data and how to exploit and pivot off of those data
* Validate information received externally to minimize the costs of bad intelligence
* Create Indicators of Compromise (IOCs) in formats such as YARA and STIX/TAXII
* Understand and exploit adversary tactics, techniques, and procedures, and leverage frameworks such as the Kill Chain, Diamond Model, and MITRE ATT&CK
* Establish structured analytical techniques to be successful in any security role

**Associated Certification:** [**GNFA: GIAC Network Forensic Analyst**](https://www.giac.org/certification/network-forensic-analyst-gnfa)

* The GCTI certification covers Strategic, Operational, and Tactical Cyber Threat Intelligence, as well as Open Source Intelligence and Campaigns, Intelligence Applications and Intrusion Analysis. GCTI earners have demonstrated the ability to understand and analyze complex threat analysis scenarios; identify, create and validate intelligence requirements through threat modeling, as well as an understanding of a threat’s behavioral tradecraft through structured analytical techniques.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Cyber Threat Intelligence (GCTI)](https://www.giac.org/certification/network-forensic-analyst-gnfa) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR578 [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/cyber-security-courses/cyber-threat-intelligence/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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