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 [FOR518: Mac and iOS Forensic Analysis and Incident Response](https://www.sans.org/cyber-security-courses/mac-and-ios-forensic-analysis-and-incident-response/) and its associated [GIAC iOS & MacOs Examiner (GIME) exam.](https://www.giac.org/certifications/ios-macos-examiner-gime/)

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**

[FOR518: Mac and iOS Forensic Analysis and Incident Response](https://www.sans.org/cyber-security-courses/mac-and-ios-forensic-analysis-and-incident-response/) is the first non-vendor-based Mac and iOS incident response and forensics course that focuses students on the raw data, in-depth detailed analysis, and how to get the most out of their Mac and iOS cases. The intense hands-on forensic analysis and incident response skills taught in the course will enable analysts to broaden their capabilities and gain the confidence and knowledge to comfortably analyze any Mac or iOS device.

**Course Objectives**

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

* Mac and iOS Fundamentals: How to analyze and parse the Apple File System (APFS+) by hand and recognize the specific domains of the logical file system and Mac-specific file types.
* User & Device Activity: How to understand, profile, and conduct advanced pattern-of-life on users and their devices through their data files and preference configurations.
* Advanced Intrusion Analysis and Correlation: How to determine how a system has been used or compromised by using the system and user data files in correlation with system log files.
* Apple Technologies: How to understand and analyze many Mac and iOS-specific technologies, including Time Machine, Spotlight, iCloud, Document Versions, FileVault, Continuity, and FaceTime.

**Associated Certification:** [**GIME: GIAC iOS & MacOs Examiner**](https://www.giac.org/certifications/ios-macos-examiner-gime/)

* The GIME certification validates a practitioner’s knowledge of Mac and iOS computer forensic analysis and incident response skills. GIME-certified professionals are well-versed in traditional investigations as well as intrusion analysis scenarios for compromised Apple devices.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC iOS & MacOs Examiner (GIME)](https://www.giac.org/certifications/ios-macos-examiner-gime/) page for a list of covered topics.

**Expected Cost**

I’d like to take FOR518 [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/mac-and-ios-forensic-analysis-and-incident-response/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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