SANS 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 [SEC301: Introduction to Cyber Security](https://www.sans.org/cyber-security-courses/introduction-cyber-security/) and its associated [GIAC Information Security Fundamentals (GISF)](https://www.giac.org/certifications/information-security-fundamentals-gisf/) exam.

The following information clarifies how this training and certification 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**

[SEC301: Introduction to Cyber Security](https://www.sans.org/cyber-security-courses/introduction-cyber-security/) is designed for those who have very little knowledge of computers and technology with no prior knowledge of cyber security. This entry-level course, written and taught by battle-scarred security veterans, is a mix of technical and managerial content and covers a broad spectrum of security topics. This five-day comprehensive course covers everything from core terminology to how computers and networks function, security policies, risk management, a new way of looking at passwords, cryptographic principles, network attacks & malware, wireless security, firewalls, virtual machines, cloud computing and many other security technologies. Students will leave this course with the real-world cybersecurity fundamentals needed to apply what they’ve learned as soon as they return to work.

After completing SEC301, I’ll be able to understand the salient facets of information security basics and the basics of risk management.

**Course Objectives**

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

* Communicate with confidence regarding information security topics, terms, and concepts
* Understand and apply the Confidentiality, Integrity, and Availability (CIA) for prioritization of critical security resources
* Build better passwords that are more secure while also being easier to remember and type
* Grasp basic cryptographic principles, processes, procedures, and applications
* Understand computer network basics
* Have a fundamental grasp of technical acronyms: TCP/IP, TCP, UDP, MAC, ARP, NAT, ICMP, and DNS, etc.
* Recognize and be able to discuss various security technologies, including anti-malware, firewalls, intrusion detection systems, sniffers, ethical hacking, active defense, and threat hunting.
* Understand wireless technologies including WiFi, Bluetooth, mobile phones & Internet of Things (IoT)
* Explain a variety of frequent attacks such as social engineering, drive-by downloads, watering hole attacks, lateral movement, and other attacks
* Understand different types of malware
* Understand backups and create a backup plan for your personal life that virtually guarantees you never have to pay ransom to access your data

### Associated Certification: [GIAC Information Security Fundamentals (GISF)](https://www.giac.org/certifications/information-security-fundamentals-gisf/)

* The GISF certification is for managers, information security officers, system administrators, non-IT security managers, and professionals with basic computer/technical knowledge. The exam will certify that I can demonstrate key concepts of information security including understanding the threats and risks to information and information resources and identifying best practices to protect them.
* See the “Exam Certification and Outcomes Statements” section of the [GISF: GIAC Information Security Fundamentals](https://www.giac.org/certifications/information-security-fundamentals-gisf/) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC301 [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] 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 | [$849] |
| OnDemand Bundle fee | [$849] |
| Travel and Hotel\* (for live training only) | [$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/introduction-cyber-security/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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