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 course [SEC503: Network Monitoring and Threat Detection In-Depth](https://www.sans.org/cyber-security-courses/network-monitoring-threat-detection/) and its associated [GIAC Certified Intrusion Analyst (GCIA)](https://www.giac.org/certifications/certified-intrusion-analyst-gcia/) 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**

[SEC503: Network Monitoring and Threat Detection In-Depth](https://www.sans.org/cyber-security-courses/network-monitoring-threat-detection/) is designed for students who monitor and defend their network, such as security analysts, although others may benefit from this course as well. This course delivers the technical knowledge, insight, and hands-on training needed to defend a network with confidence. Students will learn about the underlying theory of TCP/IP and the most used application protocols, such as HTTP, so that they can intelligently examine network traffic for signs of an intrusion.

After completing SEC503, I’ll will have a clear understanding of how to instrument my network and the ability to perform detailed incident analysis and reconstruction. I will be able to put my new skills and knowledge to work immediately upon returning to a live environment.

**Course Objectives**

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

* Configure and run open-source Snort and write Snort signatures
* Configure and run open-source Zeek to provide a hybrid traffic analysis framework
* Understand TCP/IP component layers to identify normal and abnormal traffic
* Use open-source traffic analysis tools to identify signs of an intrusion
* Comprehend the need to employ network forensics to investigate traffic to identify a possible intrusion
* Use Wireshark to carve out suspicious file attachments
* Write tcpdump filters to selectively examine a particular traffic trait
* Craft packets with Scapy
* Use the open-source network flow tool SiLK to find network behavior anomalies
* Use your knowledge of network architecture and hardware to customize placement of IDS sensors and sniff traffic off the wire

### Associated Certification: [GIAC Certified Intrusion Analyst (GCIA)](https://www.giac.org/certifications/certified-intrusion-analyst-gcia/)

* The GCIA certification will certify that I have a strong foundation of knowledge on network and host monitoring, traffic analysis, and intrusion detection. It will also certify that I have to skills to configure and monitor intrusion detection systems, and to read, interpret, and analyze network and related log files.
* See the “Exam Certification and Outcomes Statements” section of the [GCIA: GIAC Certified Intrusion Analyst](https://www.giac.org/certifications/certified-intrusion-analyst-gcia/) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC503 [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] |
| 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/network-monitoring-threat-detection/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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