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 [FOR509: Enterprise Cloud Forensics and Incident Response](https://www.sans.org/cyber-security-courses/enterprise-cloud-forensics-incident-response/).

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**

[FOR509: Enterprise Cloud Forensics and Incident Response](https://www.sans.org/cyber-security-courses/enterprise-cloud-forensics-incident-response/) addresses today's need to bring examiners up to speed with the rapidly changing world of enterprise cloud environments by uncovering the new evidence sources that only exist in the Cloud

**Course Objectives**

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

* Understand forensic data only available in the cloud
* Implement best practices in cloud logging for DFIR
* Properly handle rapid triage in cloud environments
* Learn how to leverage Microsoft Azure, AWS and Google Cloud Platform resources to gather evidence
* Understand what Microsoft 365 has available for analysts to review
* Learn how to move your forensic process to the cloud for fast processing where the data lives

**Expected Cost**

I’d like to take FOR509 [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] |
| 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/enterprise-cloud-forensics-incident-response/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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