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 [FOR710: Reverse-Engineering Malware - Advanced Code Analysis](https://www.sans.org/cyber-security-courses/reverse-engineering-malware-advanced-code-analysis/).

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**

[FOR710: Reverse-Engineering Malware - Advanced Code Analysis](https://www.sans.org/cyber-security-courses/reverse-engineering-malware-advanced-code-analysis/) prepares malware specialists to dissect sophisticated Windows executables, such as those that dominate the headlines and preoccupy incident response teams across the globe. This course not only includes the necessary background and instructor-led walk throughs, but also provides students with numerous opportunities to tackle real-world reverse engineering scenarios during class.

**Course Objectives**

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

* Tackle code obfuscation techniques that hinder static code analysis, including the use of steganography.
* Identify the key components of program execution to analyze multi-stage malware in memory.
* Identify and extract shellcode during program execution.
* Develop comfort with non-binary formats during malware analysis.
* Probe the structures and fields associated with a PE header.
* Use WinDBG Preview for debugging and assessing key process data structures in memory.
* Identify encryption algorithms in ransomware used for file encryption and key protection.
* Recognize Windows APIs that facilitate encryption and articulate their purpose.
* Create Python scripts to automate data extraction.
* Use Dynamic Binary Instrumentation (DBI) frameworks to automate common reverse engineering workflows.
* Write scripts within Ghidra to expedite code analysis.
* Correlate malware samples to identify similarities and differences between malicious binaries and track the evolution of variants.
* Build rules to identify, group and classify malware.

**Expected Cost**

I’d like to take FOR710 [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/reverse-engineering-malware-advanced-code-analysis/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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