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 [LDR512: Security Leadership Essentials for Managers](https://www.sans.org/cyber-security-courses/security-leadership-essentials-for-managers/) and its associated [GIAC Security Leadership Certification (GSLC)](https://www.giac.org/certifications/security-leadership-gslc/) exam.

**Why we need this course?**

Security leaders need both technical knowledge and leadership skills to gain the respect of technical team members, understand what technical staff are actually doing, and appropriately plan and manage security projects and initiatives. This security managers training course will teach leaders about the key elements of any modern security program. Learn to quickly grasp critical cybersecurity issues and terminology, with a focus on security frameworks, security architecture, security engineering, computer/network security, vulnerability management, cryptography, data protection, security awareness, cloud security, application security, DevSecOps, generative AI (GenAI) security, and security operations. This is more than security training. You will learn how to lead security teams and manage programs by playing through twenty-three Cyber42 activities throughout the class, approximately 60-80 minutes daily.

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

* Make sense of different cybersecurity frameworks
* Understand and analyze risk
* Decipher the pros and cons of different reporting relationships
* Manage and lead technical teams and projects
* Build a vulnerability management program
* Inject security into modern DevOps workflows
* Strategically leverage a SIEM
* Lead a Security Operations Center (SOC)
* Change behavior and build a security-aware culture
* Effectively manage security projects
* Enable modern security architectures and the cloud
* Build security engineering capabilities using automation and Infrastructure as Code (IaC)
* Understand and secure generative AI (GenAI) services
* Get up to speed quickly on information security issues and terminology
* Establish a minimum standard of security knowledge, skills, and abilities
* Speak the same language as technical security professionals

**Which translate into business benefits for our company of:**

This course will help our organization:

* Develop leaders that know how to build a modern security program
* Anticipate what security capabilities need to built to enable the business and mitigate threats
* Create higher performing security teams

**Associated Certification:** [[**GIAC Security Leadership Certification (GSLC)**](https://www.giac.org/certifications/security-leadership-gslc/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GIAC Security Leadership (GSLC) certification validates a practitioner's understanding of governance and technical controls focused on protecting, detecting, and responding to security issues. GSLC certification holders have demonstrated knowledge of data, network, host, application, and user controls along with key management topics that address the overall security lifecycle.

* See the “Exam Certification and Outcomes Statements” section of the [**GIAC Security Leadership Certification (GSLC)**](https://www.giac.org/certifications/security-leadership-gslc/) page for a list of covered topics.

**Expected Cost**

I’d like to take LDR512 [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 | [$XXX] |
| OnDemand Bundle fee | [$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].

**Testimonials**

**“Great material, as well as references to expand on material presented. [The course] was organized logically and presented subjects that are absolutely necessary for Cybersecurity leadership. This material should be a requirement for everyone starting their cybersecurity leadership journey.”** *– Antonio M., US Military*

**“There is a great deal of information presented that I feel Directors/Security Officers/Security Managers should all be exposed to learning.”** *– Alison Moreira, Harvard*

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/security-leadership-essentials-for-managers/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at <https://www.sans.org/cyber-security-courses/security-leadership-essentials-for-managers/>and attach to email]