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 [LDR419: Performing A Cybersecurity Risk Assessment](https://www.sans.org/cyber-security-courses/performing-cybersecurity-risk-assessment-training/).

**Why we need this course?**

Recent laws are requiring organizations to perform a cybersecurity risk assessment for compliance and audit reasons. However, many organizations do this without a specific strategy, which leads to random defenses, ineffective programs, and financial loss. Understanding the business context for the assessment promotes accurately discerning business risk and protecting accordingly. Go beyond theoretical and academic and truly understand how to perform risk assessments that matter - know what risks to look for in relation to your specific organizational context, how to uncover these risks effectively, and present results to leadership for actionable results. LDR419 teaches students the practical, hands-on skills they need to perform such risk assessments.

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

* Constructing a risk management program
* Creating a cybersecurity program charter
* Choosing appropriate cybersecurity safeguards
* Performing third-party risk assessments
* Performing a cyber security risk assessment
* Evaluating cybersecurity documentation
* Examining the implementation of cybersecurity safeguards
* Thoroughly reporting risk to business stakeholders
* Effectively reporting risk to technical stakeholders
* Productively respond to risks identified during an assessment

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

* Plan for and establish the context for a cybersecurity risk assessment
* Meet and exceed regulatory requirements
* Effectively export the results of a risk assessment to key stakeholders
* Create a strategy for how to respond to identified cybersecurity risks

**Expected Cost**

I’d like to take LDR419 [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] |
| 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].

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 [**LDR419: Performing A Cybersecurity Risk Assessment**](https://www.sans.org/cyber-security-courses/performing-cybersecurity-risk-assessment-training/)

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at <https://www.sans.org/cyber-security-courses/performing-cybersecurity-risk-assessment-training/> and attach to email]