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 [SEC510: Cloud Security Engineering and Controls](https://www.sans.org/SEC510) and its associated [GIAC Public Cloud Security (GPCS)](https://www.giac.org/certifications/public-cloud-security-gpcs/) exam.

**Why we need this course?**

Today’s organizations rely on complex multicloud environments spanning hundreds of services across AWS, Azure, and Google Cloud—many of which are insecure by default. Protecting these environments requires more than checking compliance boxes; it demands attack-driven defenses tailored to each provider. SEC510 equips teams to engineer guardrails that prevent misconfigurations, secure modern workloads including GenAI, and reduce the cloud attack surface so that mistakes don’t become breaches.

***Includes 19 Hands-On Labs + Bonus Challenges***

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

* Secure modern environments, including **GenAI infrastructure**, Function as a Service (FaaS), cross-cloud setups, and Infrastructure as Code (IaC)-based deployments
* learning practical controls that reduce risk and safeguard critical assets at scale
* Make informed choices across AWS, Azure, and GCP with deep dives into their Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) offerings
* Learn from real-world case studies of attacks impacting even mature cloud security programs
* Test and validate how security controls actually work instead of trusting vendor documentation
* Build layered Identity and Access Management (IAM) with advanced conditions, and integrate identity into network security
* Automate encryption and compliance checks at scale
* Acquire techniques to prevent, mitigate, and recover from ransomware

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

* Prevent incidents from becoming breaches with attack-driven, preventive controls—including defenses for emerging GenAI workloads
* Reduce the attack surface of your organization's cloud environments
* Control the confidentiality, integrity, and availability of data in the Big 3 CSPs
* Increase use of secure automation to keep up with the speed of today's business
* Resolve unintentional access to sensitive cloud assets
* Reduce the risk of ransomware impacting your organization's cloud data

**Associated Certification:**  [**GIAC Public Cloud Security (GPCS)**](https://www.giac.org/certifications/public-cloud-security-gpcs/)

The GPCS certification validates a practitioner's ability to secure the cloud in both public cloud and multi cloud environments. GPCS-certified professionals are familiar with the nuances of AWS, Azure, and GCP and have the skills needed to defend each of these platforms.

* Evaluation and comparison of public cloud service providers
* Auditing, hardening, and securing public cloud environments
* Introduction to multi-cloud compliance and integration

**Expected Cost**

I’d like to take SEC510 [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**

**“This class was an excellent investment. I learned a great deal about the various strengths and weaknesses in the 3 largest cloud providers' default services and default configurations as well as inherent insecurities that can't be easily mitigated. There is a great deal of actionable content that I can take back to my team as we work to monitor and help our clients secure their cloud environments.”** *– John Senn, EY*

***“*Labs are insane. Such a great setup. I'm learning a ton and plus will be able to build upon this great foundation.”** *– Kevin Sahota, 604 Security*

***“*Labs are very well structured and detailed to explain exactly what is happening and why*.”*** *Gareth Johnson, Close Brothers*

**“Yes, I would definitely recommend this course. I consider the security topics covered to be critical knowledge for companies that are hosting in the cloud. The course content has been very well put together, well researched, and is very applicable.”** *– Dan Van Wingerden, Radiology Partners*

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 [**SEC510: Cloud Security Engineering and Controls**](https://www.sans.org/SEC510)

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at [https://www.sans.org/SEC510](https://www.sans.org/cyber-security-courses/cloud-security-controls-mitigations/) and attach to email]