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 [SEC540: Cloud Security and DevSecOps Automation](https://www.sans.org/cyber-security-courses/cloud-security-devsecops-automation/) and its associated [GIAC Cloud Security Automation (GCSA)](https://www.giac.org/certifications/cloud-security-automation-gcsa/) exam.

**Why we need this course?**

Organizations are moving to the cloud to enable digital transformation and reap the benefits of cloud computing. However, security teams struggle to understand the DevOps toolchain and how to introduce security controls in their automated pipelines responsible for delivering changes to cloud-based systems. Without effective pipeline security controls, security teams lose visibility into the changes released into production environments. SEC540 provides security professionals with the knowledge they need to automate guardrails and security policies in their organization’s DevOps pipelines, cloud infrastructure, container orchestrators, and microservice environments. By embracing the DevOps culture, students will walk away from SEC540 battle-tested and ready to build to their organization’s Cloud & DevSecOps Security Program. ***35***

***35 Unique, Immersive, Hands-On Labs***

* ***3 CI/CD security labs***
* ***16 AWS focused labs***
* ***16 Azure focused labs***

***CloudWars Bonus Challenges***

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

* Understand how DevOps works and identify keys to success
* Wire security scanning into automated CI/CD pipelines and workflows
* Parse security scanning results and display the data on CI/CD dashboards
* Manage secrets for CI/CD servers and cloud native applications
* Automate configuration management using Infrastructure as Code (IaC)
* Build, harden, and publish golden virtual machine images using CI/CD workflows
* Operate and secure container technologies using Docker and Kubernetes
* Manage the software supply chain using software provenance, attestations, artifact signing, software bill of materials (SBOM), and SBOM vulnerability scanning.
* Harden Kubernetes clusters with workload identity and admission control
* Monitor Kubernetes audit logs using cloud logging and monitoring services
* Deploy patches using cloud and Kubernetes blue / green deployments
* Refactor systems to take advantage of microservice and serverless architectures
* Automate cloud compliance and security policy guardrails and auto-remediation playbook

**Associated Certification:** [[**GIAC Cloud Security Automation (GCSA)**](https://www.giac.org/certifications/cloud-security-automation-gcsa/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GIAC Cloud Security Automation (GCSA) certification covers cloud services and modern DevSecOps practices that are used to build and deploy systems and applications more securely. The certification shows that you not only know how to speak the language of modern cloud and DevSecOps principles, but that you can put them into practice in an automated and repeatable manner.” - Frank Kim, SEC540 course co-author

* Using cloud services with DevSecOps principles, practices, and tools to build and deliver secure infrastructure and software
* Automating Configuration Management, Continuous Integration, Continuous Delivery, and Continuous Monitoring
* Use of open-source tools, the Amazon Web Services toolchain, and Azure services

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

* Build a modern security team that understands cloud native security and DevSecOps workflows
* Partner with DevOps and engineering teams to inject security into automated pipelines and earlier into the development process
* Leverage cloud native services to deploy, harden, and monitor software products
* Ensure your organization is ready to refactor, revise, and rebuild products during their cloud migration
* Use cloud monitoring and event triggered automation to improve security capabilities and respond to risk effectively

**Expected Cost**

I’d like to take SEC540 [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**

**“BEST class I have ever taken at SANS. This is one of those courses where I can log into work after class ends and immediately start applying into my daily tasks and responsibilities. I already went on my team’s Slack channel and told them this needs to be the next class they take.”** *– Brian Esperanza, Teradata*

**“Labs were really impressive. You can tell there are hours of work in there. It was organized really well and was great practice.“** *– David Heaton, Grange Insurance*

***“*Every single person I’ve sent to class has loved it. It’s been transformational for them because it goes beyond security concepts and teaches how modern operations and DevOps works. It’s also impactful sending developers (who are not working in cloud yet) because they want to develop in cloud and get into concepts like Infrastructure as Code.”** *– Brett Cumming*

**“Great instructor, gave real life devops examples from his experience, and was very willing to demo extra concepts and commands on the fly (hashicorp terraform).”** *– Eden Kang*

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/cloud-security-devsecops-automation/>

Thanks for your consideration,

[Add standard signature]

Attachment:

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