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 [SEC522: Application Security: Securing Web Apps, APIs, and Microservices](https://www.sans.org/cyber-security-courses/application-security-securing-web-apps-api-microservices/) and its associated [GIAC Certified Web Application Defender (GWEB)](https://www.giac.org/certifications/certified-web-application-defender-gweb/) exam.

**Why we need this course?**

Web Applications are increasingly distributed. What used to be a complex monolithic application hosted on premise has become a distributed set of services incorporating on-premise legacy applications along with interfaces to cloud-hosted and cloud-native components. Because of this coupled with a lack of security knowledge, web applications are exposing sensitive corporate data. Security professionals are asked to provide validated and scalable solutions to secure this content in line with best industry practices using modern web application frameworks. Attending this class will not only raise awareness about common security flaws in modern web applications, but it will also teach students how to recognize and mitigate these flaws early and efficiently. ***20 Hands-On Labs + Defend the Flag Game in Section 6***

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

* Defend against the attacks specified in OWASP Top 10
* Infrastructure security and configuration management
* Securely integrating cloud components into a web application
* Authentication and authorization mechanisms, including single sign-on patterns
* Cross-domain web request security
* Protective HTTP headers
* Defending SOAP, REST and GraphQL APIs
* Securely implement Microservice architecture
* Defending against input related flaws such as SQL injection, XSS and CSRF

**Associated Certification:** [[**GIAC Certified Web Application Defender (GWEB)**](https://www.giac.org/certifications/certified-web-application-defender-gweb/)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

The GIAC Web Application Defender certification allows candidates to demonstrate mastery of the security knowledge and skills needed to deal with common web application errors that lead to most security problems. The successful candidate will have hands-on experience using current tools to detect and prevent input validation flaws, cross-site scripting (XSS), and SQL injection as well as an in-depth understanding of authentication, access control, and session management, their weaknesses, and how they are best defended. GIAC Certified Web Application Defenders (GWEB) have the knowledge, skills, and abilities to secure web applications and recognize and mitigate security weaknesses in existing web applications.

* Access Control, AJAX Technologies and Security Strategies, Security Testing, and Authentication
* Cross Origin Policy Attacks and Mitigation, CSRF, and Encryption and Protecting Sensitive Data
* File Upload, Response Readiness, Proactive Defense, Input Related Flaws and Input Validation
* Modern Application Framework Issues and Serialization, Session Security & Business Logic, Web
* Application and HTTP Basics, Web Architecture, Configuration, and Security

See the “Exam Certification and Outcomes Statements” section of [**GIAC Certified Web Application Defender (GWEB)**](https://www.giac.org/certifications/certified-web-application-defender-gweb/) page for a list of covered topics.

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

* Comply with PCI DSS 6.5 requirements
* Reduce the overall application security risks, protect company reputation
* Adopt the "shifting left" mindset where security issues addressed early and quickly. This avoids the costly rework.
* Ability to adopt modern apps with API and microservices in a secure manner
* This course prepares students for the GWEB certification

**Expected Cost**

I’d like to take SEC522 [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**

**"If you want to know everything about web apps and web app security, this is the perfect course!"** *- Chris Kansas, ThreatX*

**"I pentest websites and report vulnerabilities with recommendations on how to fix [them]. This course allowed me to get a better understanding of attack mechanics and vulnerabilities that enable them. Now, I will be able to provide more pointed feedback to developers that should lead to speedier resolutions."***- Alexei Gorbounov, Cisco*

**"[Labs are] thought out and easy to follow with good practical knowledge learned.**" *- Barbara Boone, CDC*

**"I am very glad I took this course because there are not many instructors on platforms like Udemy or YouTube that have the knowledge the instructor has. He is very knowledgeable and when asking a question, he goes in-depth about the concept. What I love the most is that his professional experience working in the field helps us understand more about real-life examples."** *- Alisa C.*

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/application-security-securing-web-apps-api-microservices/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at <https://www.sans.org/cyber-security-courses/application-security-securing-web-apps-api-microservices/> and attach to email]