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],

In light of the evolving threat landscape and the sophistication of recent supply chain attacks, it has become evident that traditional security measures are no longer sufficient to protect our organization’s infrastructure and intellectual property. Recognizing this, I am requesting time and budget approval to take the SANS Institute’s information security course [SEC547 Defending Product Supply Chain](https://www.sans.org/cyber-security-courses/defending-product-supply-chains/).

The information below clarifies how this training will benefit our organization’s security, the tasks I’ll be able to perform after completing the course, and relevant cost and travel information.

**Course Description**

[SEC547 Defending Product Supply Chain](https://www.sans.org/cyber-security-courses/defending-product-supply-chains/) is designed to address the intricacies of product supply chain defense. It covers extensive ground on supply chain risk management, extending beyond conventional vendor risk management to incorporate critical aspects such as software transparency and assurance. The course not only discusses the "why" of supply chain security but profoundly delves into the "how," providing actionable strategies through real-world examples, case studies, and 11 hands-on labs.

Given our reliance on a myriad of technologies and external suppliers, our organization is inherently at risk of supply chain attacks, which could potentially allow adversaries to compromise our systems from within. This training will empower me to implement industry-leading practices to inject security into our technology procurement processes, significantly reducing our exposure to such risks.

**Business Impact**

* Increase Organizational Resilience: By applying the knowledge gained from SEC547, I will be able to enhance our defenses against supply chain attacks, thereby safeguarding our critical assets.
* Cost Reduction: Effective supply chain security strategies will decrease the potential costs associated with security breaches and intellectual property theft.
* Enhanced Risk Management: I will acquire skills to conduct thorough vendor and product assessments, ensuring that all components integrated into our systems are scrutinized for security vulnerabilities.

**Course Objectives**

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

* Assess the Supply Chain Threat Landscape: Analyze how supply chain attacks are carried out and identify the risks they pose to our organization.
* Develop Comprehensive Risk Management Approaches: Develop and implement comprehensive risk management strategies that extend beyond conventional vendor assessments, to bolster our supply chain defenses.
* Enhance Software Transparency and Assurance: Focus on and apply modern concepts like software bills of materials (SBOMs) to ensure the integrity and transparency of software components.
* Address Hardware and Software Threats: Identify and take measures against the risks associated with counterfeit hardware and vulnerabilities in software components.
* Create and Manage SBOMs: Create and manage SBOMs to maintain the authenticity and traceability of our software supply.
* Establish Effective Security Measures: Devise and enforce procurement and contracting techniques that increase the security measures within technology acquisitions.
* Coordinate Vulnerability Remediation and Response: Coordinate and execute a strategic approach to managing and mitigating vulnerabilities within the supply chain.
* Build and Mature a Supply Chain Security Program: Build upon the lessons from the course to establish and refine a comprehensive supply chain security framework that mitigates both upstream and downstream risks.
* Respond to Supply Chain Threats Effectively: Become proficient in detecting and responding to supply chain threats promptly to reduce their potential impact on our organization.

**Expected Cost**

I’d like to take SEC401 [fill in either: (1) “at [event name], from [start date] through [end date].” or (2) “online, with four months of access to the SANS [select OnDemand] training platform.” or (3) “online, with live virtual sessions and [select four (Simulcast) or six (vLive)] months of access via the SANS training platform [select Simulcast or vLive] from [start date] through [end date].”].

The attached an 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].

**Conclusion**

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/defending-product-supply-chains/>

Thanks for your consideration,

[Add standard signature]

Attachment: Unpaid Invoice for SANS training [find at XXX an attach to email]