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 [LDR521: Security Culture for Leaders](https://www.sans.org/cyber-security-courses/security-culture-for-leaders/).

**Why we need this course?**

This Security Culture for Leaders course will teach and enable today's cybersecurity leaders to build, manage, and measure a strong security culture. Cybersecurity leadership is no longer just about technology. It is ultimately about culture - not only what people think and feel about security but how they act, from the Board of Directors to every corner of the organization. As a result of this cyber security culture course, students will not only create an engaged and far more secure workforce, but also lead more effective and successful security initiatives. In addition, students will apply everything they learn through a series of 12 interactive team labs, numerous case studies and the Cyber42 leadership simulation capstone.

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

* Explain what organizational culture is, its importance to security, and how to map and measure both your organization's overall culture and security culture
* Align your security culture to your organization's strategy, including how to leverage different security frameworks and maturity models
* Effectively communicate the business value of security to your Board of Directors and executives and more effectively engage and motivate your workforce
* Enable and secure your workforce by integrating security into all aspects of your organization's culture
* Dramatically improve both the effectiveness and impact of your security initiatives, such as DevSecOps, cloud migration, vulnerability management, Security Operations Center, incident detection & response and other related security projects
* Create and effectively communicate business cases to leadership and gain their support for your security initiatives
* Ability to measure your security culture, how to make those measurements actionable, and how to present the maturity and value of your security culture to leadership
* Leverage numerous templates and resources from the Digital Download Package and Community Forum that are part of the course and which you can then build on immediately

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

* Create a far more engaged and secure workforce, not only in their attitudes about security but also in their behaviors
* Dramatically improve the ROI of security initiatives and projects through increased success and impact
* Strengthen communication between the security team and business executives
* Instill stronger and more positive attitudes, perceptions, and beliefs about the security team
* Construct simpler, more effective security policies and governance

**Expected Cost**

I’d like to take LDR521 [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].

**Testimonials**

**“Labs are applicable to the coursework and can be used at my workplace immediately.”** *– Jerome C., US Military*

**"This content is helping bring back concepts that get forgotten when you go from a doer to a senior leadership role. It brought back good concepts and a way to utilize them in the Security Context as well as getting leadership to think differently."***- Michael Neuman*

**“Labs today were fun. Made me think with a focused intent**.” *- Chad Yancey*

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 [**LDR521: Security Culture for Leaders**](https://www.sans.org/cyber-security-courses/security-culture-for-leaders/).

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at [**LDR521: Security Culture for Leaders**](https://www.sans.org/cyber-security-courses/security-culture-for-leaders/)]