SANS 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 [SEC497: Practical Open-Source Intelligence (OSINT)](https://www.sans.org/cyber-security-courses/practical-open-source-intelligence/) and its associated [GIAC Open Source Intelligence (GOSI)](https://www.giac.org/certifications/open-source-intelligence-gosi/) exam.

The following information clarifies how this training and certification 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**

[SEC497: Practical Open-Source Intelligence (OSINT)](https://www.sans.org/cyber-security-courses/practical-open-source-intelligence/) is a foundational course in open-source intelligence that teaches students the most important skills, tools, and methods needed to launch or further refine their investigation skills. Students will leae this course with the ability to locate data from open-sources across the Internet, including some hard-to-find and deleted information, while practicing good OPSEC.

After completing SEC497, I’ll be able to use real-world skills and techniques to triage and search large datasets effectively and quickly, analyze gathered information, and provide useful reports to clients and internal stakeholders.

**Course Objectives**

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

* Perform a variety of OSINT investigations while practicing good OPSEC
* Create sock puppet accounts
* Locate information on the internet, including some hard-to-find and deleted information
* Locate individuals online and examine their online presence
* Understand and effectively search the dark web
* Create an accurate report of an organization’s online infrastructure for cyber defense, merger and acquisition analysis, pen testing, and other critical areas
* Use methods that can often reveal who owns a website as well as the other websites that they own or operate
* Understand the different types of breach data available and how they can be used for offensive and defensive purposes
* Effectively gather and utilize social media data
* Understand and use facial recognition and facial comparison engines
* Quickly and easily triage large datasets to find out what’s inside of them
* Identify malicious documents and documents designed to give away your location

### Associated Certification: [GIAC Open Source Intelligence (GOSI)](https://www.giac.org/certifications/open-source-intelligence-gosi/)

* The GOSI certification will certify that I can demonstrate a strong foundation in OSINT methodologies and frameworks as well as show that I am well-versed in data collection, reporting, and analyzing targets.
* See the “Exam Certification and Outcomes Statements” section of the [GOSI: GIAC Open Source Intelligence](https://www.giac.org/certifications/open-source-intelligence-gosi/) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC497 [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 | [$849] |
| OnDemand Bundle fee | [$849] |
| Travel and Hotel\* (for live training only) | [$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/practical-open-source-intelligence/>

Thanks for your consideration,

[Add standard signature]

Attachment:

Unpaid Invoice for SANS training [find at XXX and attach to email]