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 [SEC511: Continuous Monitoring and Security Operations](https://www.sans.org/course/continuous-monitoring-security-operations) and its associated [GIAC Continuous Monitoring (GMON)](https://www.giac.org/certification/continuous-monitoring-certification-gmon) 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**

[SEC511: Continuous Monitoring and Security Operations](https://www.sans.org/course/continuous-monitoring-security-operations) is designed for security and SOC professionals who need to understand the current state of security architecture and continuous monitoring, and whose work can benefit from a new approach in frustrating adversaries. The course explores traditional security architecture, the proactive approach of modern security design, and steps to build actual network and endpoint security.

After completing SEC511, I’ll be able to assess deficiencies in our organization’s security architectures and implement meaningful changes, continuously monitoring for deviations from our expected security posture.

**Course Objectives**

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

* Analyze a security architecture for deficiencies.
* Design a defensible security architecture.
* Understand and explain why detection-dominant security architecture and SOCs are important.
* Determine appropriate security monitoring needs.
* Implement robust Network Security Monitoring/Continuous Security Monitoring.
* Determine requisite monitoring capabilities for a SOC.
* Determine our capabilities to support continuous monitoring of key Critical Security Controls.
* Utilize tools to support implementation of Continuous Monitoring.

### Associated Certification: [GIAC Continuous Monitoring (GMON)](https://www.giac.org/certification/continuous-monitoring-certification-gmon)

* The GMON certification is for security architects, engineers, analysts, and managers who need to assess and implement defensible security architecture and continuous security monitoring. The exam will certify that I can securely architect a network that is resistant to breaches and lends itself to monitoring. It will also prove my ability to monitor, analyze, and detect threats and anomalies on the network.
* See the “Exam Certification and Outcomes Statements” section of the GMON: GIAC Continuous Monitoring page for a list of covered topics.

**Expected Cost**

I’d like to take SEC511 [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 or SelfStudy] 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 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 | [$769] |
| OnDemand Bundle fee | [$769] |
| Travel and Hotel\* (for live training only) | [$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/course/continuous-monitoring-security-operations>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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