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 [SEC587: Advanced Open-Source Intelligence (OSINT) Gathering and Analysis](https://www.sans.org/cyber-security-courses/advanced-open-source-intelligence-gathering-analysis/).

The following information 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**

[S[SEC587: Advanced Open-Source Intelligence (OSINT) Gathering and Analysis](https://www.sans.org/cyber-security-courses/advanced-open-source-intelligence-gathering-analysis/)](https://www.sans.org/course/continuous-monitoring-security-operations) is designed for students who already know the foundations of OSINT. This course is designed to is designed to teach you how to efficiently utilize the wealth of information found on the internet for your own investigations. In SEC587 you will learn how to perform advanced OSINT Gathering & Analysis as well as understand and use common programming languages such as JSON and Python. SEC587 also will go into Dark Web and Financial (Cryptocurrency) topics as well as disinformation, advanced image and video OSINT analysis. This is an advanced fast-paced course that will give seasoned OSINT investigators new techniques and methodologies and entry-level OSINT analysts that extra depth in finding, collecting and analyzing data sources from all around the world.

After completing SEC587, I’ll be able to perform advanced OSINT Gathering & Analysis as well as understand and use common programming languages such as JSON and Python. I will become more knowledgable about the Dark Web and Financial (Cryptocurrency) topics as well as disinformation, advanced image and video OSINT analysis.

**Course Objectives**

Once I’ve completed the course, I’ll be able to understand and utilize effective OSINT methods and techniques including:

* Structured intelligence analysis
* Rating the reliability of information and its sources
* Researching sensitive and secretive groups
* Practical and Advanced Image and video analysis and verification
* Dark web and criminal underground investigations.
* Operational Security (OPSEC) for OSINT
* Fact-checking and analysis of disinformation and misinformation
* Knowing cryptocurrency fundamentals and tracking
* Using basic coding to facilitate information collection and analysis
* Interacting with APIs for data collection and filtering
* Conducting internet monitoring
* Automation techniques to support OSINT processes

**Expected Cost**

I’d like to take SEC587 [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 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 | [$849] |
| Travel and Hotel\* (for live training only)                            | [$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/advanced-open-source-intelligence-gathering-analysis/>.

Thanks for your consideration,

[Add standard signature]

Attachment:

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