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 [SEC542: Web App Penetration Testing and Ethical Hacking](https://www.sans.org/course/web-app-penetration-testing-ethical-hacking) and its associated [GIAC Web Application Penetration Tester (GWAPT)](https://www.giac.org/certification/web-application-penetration-tester-gwapt) exam.

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**

[SEC542: Web App Penetration Testing and Ethical Hacking](https://www.sans.org/course/web-app-penetration-testing-ethical-hacking) teaches students to move beyond push-button scanning to professional, thorough, high-value web application penetration testing. I will learn to assess a web application's security posture and convincingly demonstrate the impact of inadequate security. I’ll also learn to deliver high-value penetration tests, discover and exploit key web application flaws, explain the potential impact of vulnerabilities, and wield web key application attack tools efficiently.

**Course Objectives**

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

* Apply a detailed, four-step methodology to web application penetration tests.
* Analyze the results from automated web testing tools to validate findings, determine their business impact, and eliminate false positives.
* Manually discover key web application flaws.
* Create testing and exploitation scripts during a penetration test.
* Discover and exploit SQL injection flaws to determine risk.
* Create configurations and test payloads within other web attacks.
* Fuzz potential inputs for injection attacks.
* Analyze traffic between the client and server applications.
* Manually discover and exploit Cross-Site Request Forgery (CSRF) attacks.
* Hook victim browsers, attack client software and the network, and evaluate potential impact of XSS flaws.
* Perform a complete web penetration test.

**Associated Certification:** [[**GIAC Web Application Penetration Tester (GWAPT)**](https://www.giac.org/certification/web-application-penetration-tester-gwapt)](https://www.giac.org/certification/network-forensic-analyst-gnfa)

* The GWAPT certification measures an individual’s understanding of web application exploits and penetration testing methodology. The exam will certify that I am able to employ reconnaissance, mapping, discovery, and exploitation to perform web application penetration tests and identify exploits.
* See the “Exam Certification and Outcomes Statements” section of the [GIAC Web Application Penetration Tester (GWAPT)](https://www.giac.org/certification/web-application-penetration-tester-gwapt) page for a list of covered topics.

**Expected Cost**

I’d like to take SEC542 [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 | [$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/course/web-app-penetration-testing-ethical-hacking.

Thanks for your consideration,

[Add standard signature]

Attachment:

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