Sample Training Request Letter

Use the following sample request letter, or elements of it, to justify the time and budget required to complete Skilldacity training to your manager. Copy and paste the 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 required skills to advance your career.

**Subject: Request for cybersecurity training from Skilldacity Inc.**

[Decision Maker Name],

I'm writing to request time and budget approval to take Skilldacity's information security course {InfoSec Course Name} and its associated {InfoSec Exam Name} exam.

The information below clarifies how this training and certification will benefit our organization's security, the tasks I'll perform after completing the course, and relevant cost and travel information.

**Course Description**

{InfoSec Course Name} is one of Skilldacity's core technical courses, containing nearly 45 hours of instruction, including labs, so I can master the tools and techniques needed to detect and respond to attacks. In addition, I'll learn attackers' tactics and strategies in detail—gaining hands-on experience in finding security vulnerabilities and discovering intrusions.

After completing {InfoSec Course Name}, I'll be able to execute best practices for handling security incidents, employ processes and tools to identify attacks or attackers, and evaluate our systems from an attacker's perspective to identify vulnerabilities. In addition, I'll gain knowledge of the legal issues associated with responding to computer attacks, including employee monitoring, working with law enforcement, and handling evidence.

**Course Objectives**

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

* Prepare for an eventual breach.
* Use proactive and reactive defenses for each stage of a computer attack.
* Identify active attacks and compromises for Windows, UNIX, switches, and routers and how to defend these systems.
* Stop the latest computer attack vectors.
* Contain attacks and ensure that attackers do not return.
* Recover from computer attacks and restore our systems for business.
* Understand and use hacking tools and techniques.
* Develop an incident handling process and prepare our team for battle.

**Expected Cost**

I'd like to take {InfoSec Course Name}

The attached Quote shows the cost of the course details includes:

|  |  |
| --- | --- |
| Course fee  | [$X, XXX] |
| Discounts | [-$XXX] |
| **Total estimated cost:** | **[$X,XXX]** |
|  |  |
|  |  |
|  |  |
|  |  |

**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 Skilldacity's website: {Cut & Paste Skilldacity's Course Link}

Thanks for your consideration,

[Signature]

Attachment:

Skilldacity's Course Quote