

*Copy this note into an email to your manager to prove the value of your certification in conjunction with your SANS training. Fill in the yellow sections with the applicable information.*

[Date]

Dear [Manager/Supervisor's Name]:

I would like to attend SANS [Conference Name] 2017, [Date] in [Location] to take [Course Name]. SANS events offer intensive immersion training designed to help cyber security professionals master the practical steps necessary for defending systems and networks against the most dangerous threats.

In this course I will learning the latest cyber security strategies and techniques and will be able to apply them immediately upon returning to work. In addition to the course, I would also like to register for the [GIAC Certification Name] exam attempt. Earning this certification will further my knowledge, reinforce what I learned in class and ensure mastery of real-world skills.

GIAC Certifications are unique because they measure specific skills and knowledge areas rather than general InfoSec knowledge. The certification will also help the organization by showing our dedication to cyber security and protecting our vital data and customer privacy. This certification will be valid for four years and can be renewed with CPEs from various professional development activities.

**Consultants and contractors may add:** By holding this certification, contracts/clients will see the level of protection and dedication we can provide and will set us apart from competitors.

Below are the estimated costs for training, certification and travel:

Airfare: \$  
Transportation: \$  
Hotel: \$  
Meals: \$  
Course: \$  
GIAC Exam Attempt: \$689.00  
**Total Cost: \$**

Thank you for your consideration.

Sincerely,  
[Your Name]