To

[The Recipient Name(s)/staff]  
[Department Name]

I am writing to propose a computer training program for our employees in the aftermath of the unfortunate incident that took place in September regarding the theft of the company’s important documents. The main objective of the training will be to strengthen the company’s cyber-security to protect our sensitive data.

The training will aim at providing the following skills and knowledge to our employees.

* A basic understanding of the concept of cyber-security and the types of potential cyber threats we can face in the corporate world.
* Maintaining password protection for important official documents that are saved on the cloud.
* Protection against malware and a possible computer virus that can disrupt the company’s operating systems.
* Maintaining email security so that all official correspondence can remain confidential.
* Maintaining network security through useful security measures to prevent intruders from accessing the company’s data and important information.
* Incident response training equips us with the skills to deal effectively and quickly with security incidents.

We will hire the best cyber security experts to conduct this training. I am confident that this program will help our team cope with security issues successfully and efficiently. The company will be able to prevent future cyber-attacks through proper training and skills in this field.

I look forward to the management’s approval of this proposal. Please contact me for further details about the proposed training program.

[Your Name]  
[Designation]  
[Department]  
[Company Name]