

Reference Request for Professional Certification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a reference for [Employee's Name], who is applying for [specify certification] certification. As [Employee's Position] at [Your Company], [he/she/they] has demonstrated exceptional skills and professionalism that I believe align with the requirements of this certification.

Please provide your insights regarding [Employee's Name]'s abilities, work ethic, and any other relevant aspects that would support [his/her/their] application. Your feedback will be invaluable in assessing [his/her/their] qualifications.

Thank you for considering this request. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[Your Name]
[Your Position]
[Your Company]