Request for Academic Reference

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor's Name],

I hope this message finds you well. I am writing to request a reference from you in support of my application for [specific certification name]. As part of the application process, I am required to submit professional references who can attest to my qualifications and experiences relevant to this certification.

During my time in your [specific course or program] at [University Name], I gained invaluable knowledge and skills that are directly applicable to the [specific field or position]. I believe that your understanding of my dedication and capabilities would provide a strong endorsement of my application.

If you agree to assist me with this request, I would be more than happy to provide any additional information or details about the certification and the specific points you might consider highlighting in your reference.

Thank you very much for considering my request. I greatly appreciate your time and support.

Sincerely,

[Your Name]