

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing a professional reference for [Client's Name], who is applying for [specific certification] through [Certification Body/Organization].

[Client's Name] has worked under my supervision at [Your Company/Organization Name] for [duration] and has consistently demonstrated [mention specific skills or qualities relevant to the certification]. I believe your insights into [Client's Name]'s abilities would provide invaluable support to their application.

If you agree to serve as a reference, I would appreciate it if you could speak to [Client's Name]'s [specific qualities or experiences] relevant to the certification process. The deadline for submissions is [date], and the reference can be submitted via [method of submission].

Thank you for considering this request. Please let me know if you need any further information or if there is anything I can do to assist you in this process.

Warm regards,  
[Your Name]  
[Your Position]  
[Your Company/Organization Name]