

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Colleague's Name]

[Colleague's Position]

[Colleague's Company]

[Colleague's Address]

[City, State, Zip Code]

Dear [Colleague's Name],

I hope this message finds you well. I am reaching out to request your assistance in providing a reference for my upcoming professional certification in [specify certification]. Your support would greatly enhance my application, and I truly value your perspective on my skills and experience.

During our time working together at [Company Name/Project], I believe you were able to observe my abilities in [mention specific skills or projects]. If you are willing, a brief note about my contributions in this area would be particularly helpful.

The certification body requires references to be submitted by [deadline], so I would appreciate it if you could respond by that date. If you need any additional information or specific points to address, please let me know.

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

Sincerely,

[Your Name]