

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request a reference for my upcoming professional certification in [specific field or certification name]. As a former employee at [Company's Name] from [start date] to [end date], I believe that your insight into my work ethic and capabilities would be invaluable for my application.

The certification body requires references who can attest to my professional skills and experiences, and I immediately thought of you due to our collaboration on [specific project or responsibility]. I am particularly grateful for the opportunities I had to grow under your leadership.

If you are willing to provide a reference, I would be happy to provide additional details about the certification requirements and my experiences while working together.

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

Sincerely,

[Your Name]