

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as I apply for [specific certification name]. As part of the application process, I am required to provide reference letters from professionals who can attest to my qualifications and character.

Having worked alongside you at [Company/Organization Name], I believe you are familiar with my skills and work ethic. Your perspective on my contributions would greatly enhance my application and provide valuable insights into my capabilities.

If you agree to assist me, I would be happy to provide any additional information you might need regarding the certification or my qualifications. The deadline for submission is [date], and the reference can be sent directly to [details of where to send the reference].

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

Sincerely,

[Your Name]