

[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]

Subject: Request for Professional Certification Reference

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a reference for my application for the [specific certification name, e.g., Project Management Professional (PMP)]. I have had the pleasure of working with you on [specific project or duration] as a Project Manager at [Company/Organization Name].

Throughout our time together, I have gained invaluable experience and skills that I believe are essential for obtaining this certification. Your insight into my abilities and contributions to the projects we've managed would provide great value to my application.

If you would be willing to provide a reference, I would be truly grateful. I can provide any additional information or templates you might need to facilitate this process. The certification application deadline is [insert deadline], so your timely assistance would be greatly appreciated.

Thank you for considering my request. I truly value your support and mentorship.

Sincerely,

[Your Name]