

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

[Supervisor's Name]  
[Supervisor's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to kindly request your assistance in providing a professional reference for my application for [specific certification or program]. The documentation of my experience under your supervision is vital for this process.

During my time at [Company's Name], I had the opportunity to enhance my skills in [specific skills or projects] which directly contributed to [positive outcome or achievement]. I believe your insights into my performance and contributions would greatly support my application.

If you agree, I would be happy to provide you with any details regarding the certification requirements or specific points to mention. I appreciate your consideration of my request and would be grateful for your support.

Thank you very much for your time and assistance. Please let me know if you need any more information.

Sincerely,  
[Your Name]