

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[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 support as a reference for my professional certification application for [specific certification name]. Your guidance and mentorship during my time as a team leader at [Company/Organization Name] have been invaluable to my professional development.

As part of the certification process, I am required to provide references who can speak to my leadership skills, teamwork, and project management capabilities. Given our collaboration on [specific project or task], I believe you could offer valuable insights into my qualifications.

If you agree, I would greatly appreciate it if you could share your perspective on my contributions and performance. Please let me know if you need any additional information regarding the certification or the reference process.

Thank you for considering my request. I truly appreciate your support and look forward to hearing from you soon.

Sincerely,

[Your Name]