

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Reference Request for Professional Certification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as a reference for my upcoming professional certification application. As part of the certification process, I am required to submit a performance review reference, and I believe your insights into my work would provide valuable context.

During my time at [Company Name], I have greatly appreciated the opportunity to grow professionally under your guidance. I have learned a lot during our collaboration on [specific projects or tasks], and I feel that your feedback would be instrumental in supporting my application.

If you agree to serve as a reference, I would be happy to provide you with any additional information you might need regarding the certification or the specific areas of my performance you could speak to. The deadline for submitting the reference is [date].

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]