

Reference Request for IT Certification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference for my IT certification, [Insert Certification Name], as I pursue freelance opportunities in the field.

Having had the pleasure of working with you on [briefly describe your project or relationship], I believe you can provide valuable insights into my skills and work ethic.

If you agree, I would greatly appreciate it if you could share your perspective on my abilities and performance related to the IT certification. Your endorsement would significantly enhance my credibility with potential clients.

Thank you for considering my request. Please let me know if you would need any further details or if I can assist in any way.

Warm regards,

[Your Name]