

[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]

Dear [Recipient's Name],

I hope this message finds you well. I am currently in the process of applying for internship opportunities in the field of Information Technology and would be honored if you could provide a reference regarding my IT certification.

As you know, I successfully completed [Certification Name] under your guidance, which has equipped me with essential skills and knowledge in [specific areas]. Your insight into my abilities and dedication would greatly enhance my application.

If you are willing, I would appreciate it if you could highlight my [specific skills or accomplishments] when referring to my qualifications. Please let me know if you need any more information or if there's a particular format you prefer for the reference.

Thank you very much for considering my request. I genuinely appreciate your support and guidance.

Sincerely,

[Your Name]