

Reference Request for IT Certification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance as I pursue a new job opportunity that requires verification of my IT certifications.

I am applying for a position at [Company Name], and they have requested a reference regarding my [specific certification, e.g., CompTIA Security+, AWS Certified Solutions Architect] that I obtained while working under your supervision at [Your Previous Company]. As you are aware, this certification is critical to demonstrate my capabilities in this field.

If you agree, the reference can be provided via email or a phone call, at your convenience. I truly appreciate your support and any help you can provide during this process.

Thank you for considering my request. Please feel free to reach out if you need any more information from my side.

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]