

Request for IT Certification Reference

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Email: [Recipient's Email]

Phone: [Recipient's Phone]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance regarding the IT certification that I have recently obtained in [specify certification, e.g., "AWS Certified Solutions Architect"].

I am currently involved in a project that requires collaboration with [mention details about the project and how your certification is relevant]. Given your expertise and reputation in the industry, I believe that a reference from you would greatly enhance the credibility of my application.

Should you agree to provide a reference, it would involve [mention specific details: a phone call, email communication, etc.]. I would be more than happy to provide any additional information or context that you might need.

Thank you very much for considering my request. I greatly appreciate your support and look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

Email: [Your Email]

Phone: [Your Phone]