

Request for Reference for IT Certification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a reference concerning my IT certification as part of my application for admission to [University Name] for [Program Name]. Your insights into my skills and accomplishments would greatly enhance my application.

As you are aware, I obtained [Name of Certification] under your guidance, and I believe your perspective on my abilities in [specific areas of expertise] would be invaluable.

If you agree to provide this reference, I would be happy to provide any further details you might need, including submission guidelines or deadlines. Thank you very much for considering my request.

Warm regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn Profile (if applicable)]