

Subject: Reference Request - Certification Application - [Candidate Name]

Dear [Reference Name],

[Candidate Name] is currently applying for their initial [Type of Certification, e.g., Project Management] certification through [Certification Body Name].

As part of the application process, the candidate has identified you as a professional reference who can verify their experience, skills, and character. We kindly ask you to provide a brief recommendation regarding their suitability for this certification.

Please address the following in your response:

- Your professional relationship with the candidate.
- The duration of time you have worked with or supervised them.
- Your assessment of their technical proficiency in [Subject Area].
- Your evaluation of their professional ethics and integrity.

You may submit your reference by replying to this email or by completing the attached form. Please submit your feedback by [Date].

If you have any questions, please contact our certification department at [Phone Number] or [Email Address].

Thank you for your time and for supporting professional standards in our industry.

Sincerely,

[Your Name]  
[Your Title]  
[Organization Name]