

Dear [Recipient Name],

I hope this email finds you well.

I am writing to ask if you would be willing to provide a professional reference for me as I apply for my [Specific Type, e.g., Mild/Moderate Support Needs] Special Education Credential. As I reflect on my journey toward becoming a special educator, I value the perspective you can offer regarding my performance and dedication during my time as [Your Role] at [Organization/School Name].

Because of your experience observing my work with students with diverse learning needs, I believe your recommendation would greatly strengthen my application. Specifically, if you could speak to my ability to [mention 1-2 skills, e.g., differentiate instruction, implement IEP goals, or collaborate with multidisciplinary teams], it would be incredibly helpful.

The deadline for the recommendation is [Date]. If you are able to support my application, I will send you the necessary forms or link provided by the [University Name/Credentialing Body]. I have also attached my current resume and a brief summary of my classroom achievements for your reference.

Thank you for your time and for the support you have provided during my professional development. I look forward to hearing from you.

Sincerely,

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