

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

[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Company or Institution Name]  
[Address]

Subject: Reference Request for Vocational Educator Certification

Dear [Recipient Name],

I hope this letter finds you well. I am currently in the process of applying for my [Name of Specific Vocational Certificate/License] through the [Name of Certification Board or State Department of Education].

As part of the certification requirements, I must provide a professional reference who can attest to my technical skills, industry experience, and aptitude for teaching in the field of [Specific Trade or Subject Area, e.g., Automotive Technology, Nursing, Welding].

Because of our experience working together at [Name of Organization] from [Start Date] to [End Date], I am writing to ask if you would be willing to provide a recommendation on my behalf. Having observed my work as a [Your Previous Job Title], I believe you can speak effectively to my mastery of [Specific Technical Skill] and my ability to communicate complex concepts to others.

If you are willing to support my application, I will send you the necessary forms and submission instructions. The deadline for submission is [Date].

I have attached my current resume and a summary of my teaching goals for your reference. Please let me know if you require any additional information.

Thank you for your time and for considering this request.

Sincerely,

[Your Signature]

[Your Printed Name]