

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an occupation certificate as a job reference from my time employed at [Company's Name] in the role of [Your Job Title] from [Start Date] to [End Date].

During my tenure, I was responsible for [briefly describe your key responsibilities and achievements]. My experience at [Company's Name] greatly contributed to my professional development and I believe that an occupation certificate would enhance my future opportunities.

Please include the following details in the certificate:

- My job title
- Duration of employment
- Responsibilities and achievements
- Your contact information for verification

Thank you for your assistance in this matter. I appreciate your support and look forward to your prompt response.

Sincerely,
[Your Name]