

Dear [Colleague's Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply to [Name of Engineering Program]. Your insight into my work and skills would provide a valuable perspective to the admissions committee.

During our time working together on [specific project or task], I believe you gained an understanding of my commitment to engineering principles and my ability to collaborate effectively with our team. I would greatly appreciate it if you could highlight any relevant experiences that you think would be beneficial for my application.

The deadline for submission is [date], and I would be happy to provide any additional information or materials you may need to assist in writing the reference.

Thank you for considering my request. I truly appreciate your support and guidance.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]