

# Reference Request Letter

Date: [Insert Date]

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

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

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request a reference letter from you as part of my application for the [Name of Engineering Program] at [University/Institution Name]. I have thoroughly enjoyed my time working under your supervision at [Company Name], during which I have gained invaluable experience and skills relevant to my field.

The program emphasizes [brief details about the program's focus], and I believe that your insight into my work ethic and capabilities would provide a compelling perspective on my qualifications. If you agree to provide this reference, I would be happy to provide any additional information you may need regarding the program or my experiences.

Thank you very much for considering my request. I greatly appreciate your support and guidance throughout my professional development.

Sincerely,  
[Your Name]