

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a reference as I am applying for the [Name of Engineering Program] at [Institution/University Name]. This program is crucial for my professional development and to further enhance my skills in [specific area of engineering].

Having worked with you on [specific project or task], I believe you can provide valuable insights into my abilities and work ethic. I deeply appreciate the support and mentorship you've provided throughout my career, and I would be honored if you could lend your name as a reference.

If you agree, I will be glad to provide additional information regarding the program and my qualifications. Please let me know if you need any details or if there's a particular format you prefer for the reference.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]