

Dear [Recipient's Name],

I hope this message finds you well. I am writing to urgently request your assistance in providing a reference for my application to the [Specific Engineering Program] at [University/Organization Name]. The application deadline is approaching on [Deadline Date], and I would greatly appreciate your support.

Your insights into my skills and experiences during my time at [Your Previous Experience or Institution] would be invaluable in showcasing my qualifications for this program. I believe your reference would greatly enhance my application.

If you agree, I can provide you with more details about the program and my relevant qualifications to assist you in writing the reference. Please let me know at your earliest convenience if you are able to help with this request.

Thank you very much for considering this matter, and I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Contact Information]

[Your LinkedIn or Professional Website (if applicable)]