

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to formally request a letter of recommendation from you for my application to the [Name of the Fellowship Program]. The fellowship aims to support [brief description of the fellowship and its goals], and I believe that your insight into my academic and research abilities would provide a valuable perspective.

During my time in your [Course/Project Name], I gained significant knowledge and skills, particularly in [specific skills or knowledge relevant to the fellowship]. I am confident that your endorsement would greatly enhance my application.

The deadline for submission is [Date]. If you agree, I would be happy to provide you with more details about the fellowship and my recent accomplishments to assist you in writing the letter.

Thank you very much for considering my request. I greatly appreciate your support.

Best regards,

[Your Full Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]