

Date: [Insert Date]

[Referee's Name]

[Referee's Title]

[Referee's Institution]

[Referee's Address]

Dear [Referee's Name],

I hope this message finds you well. I am reaching out to request your support by providing a reference letter for my application to [Name of Fellowship] at [Institution or Organization]. This fellowship presents a wonderful opportunity for me to [briefly explain the purpose/goal of the fellowship].

I have greatly valued your guidance and support during my time at [Your Institution/Program Name], and I believe that your insights into my academic and professional abilities would provide a strong endorsement of my candidacy.

The deadline for submitting the reference letter is [Deadline Date]. Should you agree to assist me with this, I would be happy to provide any additional information or documents that you might need, including my CV and details about the fellowship application.

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

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]