

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Mentor's Name]

[Mentor's Title]

[Institution/Organization]

[Address]

[City, State, Zip Code]

Dear [Mentor's Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Fellowship Program] by providing a reference for my candidacy. I have greatly valued your mentorship during my time at [Institution/Organization] and believe that your insights into my skills and experiences would significantly enhance my application.

As part of the fellowship application, I am required to submit references by [submission deadline]. If you agree to provide a reference, the process involves [briefly explain the process, e.g., submitting an online form, providing a letter, etc.]. I would be more than happy to provide any additional information or materials you might need to assist with this.

Thank you very much for considering my request. I truly appreciate your time and support, and I hope to hear from you soon.

Warm regards,

[Your Name]

[Your Program/Area of Study]