

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your support in providing a reference for my application for the [Name of Fellowship] Fellowship. This fellowship is an incredible opportunity for me to enhance my skills and contribute more effectively to our community initiatives.

As you are aware, I am passionate about [briefly describe your relevant experience or project], and I believe this fellowship will allow me to make a greater impact in our community. Your insight into my work and dedication would provide valuable context to my application.

If you are willing to provide a reference, the application deadline is [Insert Deadline]. Please let me know if you need any additional information or specific points that I would like you to highlight. I will ensure I provide you with all necessary materials to make this process as easy as possible for you.

Thank you for considering this request. I greatly appreciate your support and guidance throughout my professional journey.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]