

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor's Name]

[Department Name]

[University Name]

[University Address]

[City, State, Zip Code]

Dear Professor [Last Name],

I hope this message finds you well. I am writing to ask if you would be willing to provide a reference for me as I apply for a fellowship in [specific field or name of the fellowship]. During my time at [University Name], I greatly valued your guidance and support in [mention specific course or research project], and I believe your insights into my abilities and experiences would be beneficial for my application.

The fellowship aims to [briefly describe the purpose of the fellowship], and I feel my [mention specific abilities, experiences, or skills] would align well with the program's objectives.

If you agree, I will ensure you have all the necessary details and deadlines related to the application. I understand that you have a busy schedule, and I would be immensely grateful for your assistance in this matter.

Thank you very much for considering my request. I look forward to hearing from you.

Sincerely,

[Your Name]