

Request for Reference Letter

Date: [Insert Date]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to request your support as I apply for the [Fellowship Name] program. As my professional supervisor during my time at [Company/Organization Name], I believe your insights into my work ethic and skills would provide a valuable perspective to the selection committee.

The fellowship program aims to [briefly explain the purpose of the fellowship, e.g., promote professional development, support research, etc.]. I am eager to [briefly explain your goals related to the fellowship].

If you agree to provide a reference, the letter would need to be submitted by [Submission Deadline]. I would be happy to provide any additional information or context that you might need to assist you in writing the letter.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position at the Company/Organization]