

Reference Request for Fellowship Application

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to ask if you would be willing to provide a reference for my application for the [Name of Fellowship] fellowship. As part of the application process, I am required to submit references from individuals who can speak to my qualifications and experiences in research.

During our time working together on [specific project or collaboration], I greatly valued your insights and mentorship. I believe your perspective would provide the selection committee with a comprehensive understanding of my abilities and contributions.

The deadline for submitting references is [date]. If you agree to assist me, I will provide further details regarding the submission process. I would be happy to discuss any points you might find helpful to highlight in your letter.

Thank you for considering my request. I truly appreciate your support and guidance.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Institution/Organization]