

Dr. [Referee's Name]

[Referee's Title]

[Referee's Institution]

[Referee's Address]

[Date]

Dear Dr. [Referee's Last Name],

I hope this message finds you well. I am reaching out to kindly ask for your support in providing a reference for my application to the [Position Name] postdoctoral fellowship at [Institution or University Name]. As you know, I have greatly valued your guidance during my doctoral studies, and I believe your insights into my work and research capabilities would be immensely beneficial to my application.

The deadline for submission is [Deadline Date], and I would be happy to provide information on the position or the application process, as well as any materials you might need to assist in writing your reference letter.

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

Warm regards,

[Your Name]

[Your Institution]

[Your Email]

[Your Phone Number]