

# Request for Reference Letter

Date: [Insert Date]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am reaching out to kindly request your support in writing a reference letter for my application to the postdoctoral fellowship at [Insert Institution/Organization Name]. I believe your insight into my [insert relevant experience, e.g., research abilities, collaborative work] during my time at [insert previous institution or project] would greatly enhance my application.

The fellowship focuses on [briefly describe the focus of the fellowship], and I think my previous work in [mention relevant skills or projects] aligns well with its objectives. Your perspective on my skills and dedication would be invaluable.

Please let me know if you would be comfortable writing this letter. I would be happy to provide any additional information you might need, such as my CV, details about the fellowship, or deadlines.

Thank you very much for considering my request. I greatly appreciate your time and support.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Contact Information]