

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Professor/Dr. Name]

[Title/Position]

[Department]

[University/Institution Name]

[University Address]

[City, State, Zip Code]

Dear [Professor/Dr. Last Name],

I hope this message finds you well. I am writing to request your support in my application for the [Name of Fellowship] by providing an academic reference on my behalf. The fellowship focuses on [brief description of the fellowship's purpose or focus] and I believe that your insights into my academic and research capabilities would be invaluable.

During my time in your [specific class, lab, or project], I greatly appreciated your guidance in [specific details or skills that were developed]. I am excited about the possibility of [mention what the fellowship will help you achieve or develop].

The deadline for submission is [submission deadline], and the reference can be submitted directly through [mention how the reference should be submitted, e.g., online portal, email, etc.]. I would be more than happy to provide any additional information or materials that may assist you in writing the reference.

Thank you very much for considering my request. I truly value your support and mentorship.

Sincerely,

[Your Name]

[Your Program/Field]