

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Institution or Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a character reference for my application to [Name of Graduate Program] at [University/Institution] for the [Specify Fellowship] fellowship.

During my time at [Your Institution/Organization], I have had the privilege of [briefly describe your relationship with the recipient, e.g., working with them on a project, being mentored, etc.], which has significantly influenced my academic and personal growth.

This fellowship would greatly aid in furthering my studies and research in [mention specific area of interest related to the program], and I believe your insights into my character, skills, and experiences would provide a valuable perspective to the selection committee.

If you agree, I would be happy to provide you with additional information about the fellowship, my application, or any specific points you might wish to address in your letter. The deadline for submitting the reference letter is [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Degree Program and Year]