

Reference Request for Graduate Fellowship

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Professor/Dr. Name]

[Their Title]

[Their Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Professor/Dr. Name],

I hope this message finds you well. I am writing to request your support in providing a professional reference for me as I apply for the [specific name of the fellowship] graduate fellowship program. Your guidance and mentorship during my time at [University/College Name] have significantly influenced my academic and personal growth.

This fellowship is an exciting opportunity for me to [briefly explain the purpose of the fellowship and what you hope to achieve]. I believe that your insights into my capabilities and experiences, particularly in [mention specific projects, courses, or skills], would greatly enhance my application.

If you agree, I can provide further details about the fellowship, including deadlines and any specific points you might wish to highlight. The deadline for submission of the reference letter is [insert deadline].

Thank you for considering my request. I truly appreciate your time and support, and I am looking forward to your positive response.

Warm regards,

[Your Name]

[Your Program of Study]

[Your University/College]