

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of obtaining a letter of recommendation from you for my application to [Fellowship Name]. The deadline for submission is [Deadline Date], and I believe your insights into my skills and experiences would greatly enhance my application.

As you know, during my time at [institution/company], I have had the opportunity to [briefly mention relevant experiences or projects]. Your perspective on my work would provide valuable context to the selection committee.

Please let me know if you would be willing to assist me with this request. I would be more than happy to provide any additional information you may need, including details about the fellowship and my recent accomplishments.

Thank you for considering my request. I greatly appreciate your support.

Sincerely,
[Your Name]
[Your Contact Information]