

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Fellowship Organization]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to enthusiastically recommend [Student's Name] for the [Fellowship Name] as part of their graduate studies in [Field]. I have had the pleasure of working with [Student's Name] for [duration] as their [your relationship, e.g., professor, advisor, etc.] at [University/Institution].

[Student's Name] has demonstrated exceptional skills in [specific skills or qualities, e.g., research, critical thinking, etc.], and their passion for [relevant field or subject] is evident. Their work on [specific project or topic] has not only contributed to our understanding of [field] but also showcased their dedication and ability to tackle complex challenges.

In addition to their academic prowess, [Student's Name] is a natural leader and collaborator. They have taken the initiative in [specific examples], which speaks volumes about their ability to coordinate and motivate peers. Their communication skills are exemplary, allowing them to convey complex ideas clearly and effectively.

I strongly believe that [Student's Name] would greatly benefit from the [Fellowship Name], both personally and professionally. This opportunity would provide them with the resources and experience necessary to achieve their goal of [specific career goal or aspiration].

In conclusion, I highly recommend [Student's Name] for the [Fellowship Name]. I am confident that they will excel and contribute positively to your program. If you have any further questions, please do not hesitate to contact me at [your phone number] or [your email].

Thank you for considering this application.

Sincerely,
[Your Name]