

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient's Name],

I am writing to recommend [Applicant's Name] for the [Fellowship Name]. Throughout our time together at [Organization/Institution Name], [he/she/they] has consistently demonstrated exceptional dedication, skill, and a commitment to professional growth.

[Applicant's Name] has exhibited excellence in [specific skills or fields related to the fellowship]. [He/She/They] has taken the initiative in [describe relevant projects or experiences], showcasing [his/her/their] ability to [mention specific attributes or skills that relate to the fellowship].

Furthermore, [Applicant's Name] is a respected member of our team, known for [his/her/their] collaborative spirit and willingness to support others. [His/Her/Their] contributions have significantly enriched our work environment and have had a lasting impact on our projects.

I am confident that [Applicant's Name] will excel in the [Fellowship Name] and will bring [his/her/their] remarkable abilities and passion for [specific field or area of interest] to your program. I wholeheartedly endorse [his/her/their] application and look forward to the positive contributions [he/she/they] will make as part of your esteemed fellowship.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,
[Your Name]