

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your support in my application for [Fellowship Program Name] at [Institution/Organization]. As you may know, this fellowship aims to [briefly describe purpose of fellowship]. I believe your insights into my work and contributions would provide a valuable perspective in your recommendation.

Over the course of [duration], I have greatly appreciated your guidance during [specific project, course, or experience]. Your expertise would greatly enhance my application, as you can speak to my [mention specific skills or qualities relevant to the fellowship]. I am confident that your endorsement would greatly strengthen my candidacy.

If you agree to assist me with this, I would be happy to provide further details about the fellowship and my application, as well as any specific points you might want to address. The deadline for submission is [date], and the letter can be sent directly to [submission details].

Thank you for considering my request. I deeply appreciate your time and support.

Sincerely,

[Your Name]

[Your Contact Information]