

Referral Recommendation Request

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request your support in my application for the [Fellowship Program Name]. As part of the application process, I am required to submit letters of recommendation, and I would be honored if you could provide one on my behalf.

During my time at [Institution/Organization Name], I had the privilege of [briefly describe your relationship and relevant experiences with the recipient]. Your insights and perspective would greatly enhance my application by highlighting my skills and commitment to [specific area or theme related to the fellowship].

The deadline for submitting the recommendation letter is [Submission Deadline]. If you are able to assist, I would be happy to provide any additional information you may need regarding the fellowship or my recent activities.

Thank you very much for considering my request. I truly appreciate your time and support.

Warm regards,

[Your Name]

[Your Contact Information]

[Your Address]