

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Organization/University Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to apply for the [Fellowship Name] offered by [Organization/University Name]. I am currently a [Your Current Position/Occupation] at [Your Institution/Organization] with a focus on [Your Field/Area of Study]. My passion for [specific interest related to the fellowship] aligns perfectly with the goals of this fellowship program.

Throughout my academic and professional career, I have gained valuable experience in [describe relevant experience]. Notably, my [mention any relevant projects, research, or work experience] has equipped me with a unique perspective and skills that I believe would contribute to the [Fellowship Name] community.

I am particularly drawn to this fellowship because of [mention specific aspects of the fellowship that attract you]. I am eager to collaborate with other fellows and contribute to [specific goals or projects related to the fellowship]. My commitment to [mention any relevant values or missions that resonate with the fellowship] drives my interest in this opportunity.

Enclosed is my resume, which provides further details about my qualifications. I am looking forward to the possibility of discussing my application in more detail. Thank you for considering my application.

Sincerely,
[Your Name]