

[Your Name]
[Your Title/Position]
[Your Organization/Institution]
[Date]

[Selection Committee Name]
[Fellowship Program Name]
[Organization Address]

Dear Members of the Selection Committee,

I am writing to highly recommend [Candidate Name] for the [Name of Fellowship] Fellowship. As [Your Relationship to Candidate] for [Length of Time], I have witnessed their dedication to professional growth and their passion for training and development.

During their time with [Organization Name], [Candidate Name] demonstrated exceptional skills in [Skill 1, e.g., instructional design] and [Skill 2, e.g., leadership]. They were instrumental in [mention a specific project or achievement], which resulted in [mention a positive outcome]. Their ability to identify knowledge gaps and implement effective learning solutions is outstanding.

[Candidate Name] possesses the analytical mindset and interpersonal skills necessary to excel in a high-level fellowship environment. They are a collaborative team member who consistently seeks feedback and strives for excellence in every initiative they undertake.

I am confident that [Candidate Name] will make significant contributions to your program and the broader field of training and development. I give them my strongest recommendation without reservation.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Email Address]
[Your Phone Number]