

[Your Full Name]  
[Current Academic Title/Position]  
[Department/Institution]  
[Email Address]  
[Date]

Dear [Professor/Dr. Recipient Last Name],

I am writing to formally introduce myself and express my keen interest in the [Name of Fellowship] at [Institution Name]. As a [Current Status, e.g., PhD Candidate/Postdoctoral Researcher] at [Your Current Institution] specializing in [Your Research Area], I have long admired your work regarding [Specific Topic/Paper of Recipient].

My current research focuses on [Brief 1-sentence Description of Project]. Through this fellowship, I aim to [Specific Goal, e.g., expand my methodology/access specific archives] and believe that the environment at [Host Institution] would be instrumental to my progress. Specifically, I am interested in how your expertise in [Recipient's Expertise] might align with my objective to [Key Research Objective].

I have attached my CV and a brief research abstract for your reference. I would greatly appreciate the opportunity to briefly discuss my application and potential fit within your academic community during a short virtual meeting or via email.

Thank you for your time and for your contributions to the field of [Field Name].

Sincerely,

[Your Signature]

[Your Printed Name]