

Professional Reference Letter Template for MBA Admission

[Your Name]
[Your Job Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Admissions Committee
[Business School Name]
[Business School Address]
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter in support of **[Candidate's Name]** for admission to your esteemed Master of Business Administration program. In my capacity as **[Your Position]** at **[Your Organization]**, I have had the privilege of supervising and working closely with [Candidate's Name] for [duration] as [his/her/their] [relationship, e.g., manager, supervisor, team lead].

During this time, [Candidate's Name] consistently demonstrated exceptional professional skills, intellectual curiosity, and a remarkable capacity for leadership. One notable example was [describe a specific project or responsibility], where [he/she/they] showcased [his/her/their] abilities in problem-solving, strategic thinking, and teamwork. [He/She/They] impressed me with [his/her/their] capacity to handle complex tasks efficiently while maintaining a positive attitude and motivating colleagues.

[Candidate's Name] also possesses outstanding interpersonal and communication skills. [He/She/They] establishes rapport easily with team members and stakeholders, listens actively, and communicates ideas with clarity and precision. These qualities have enabled [him/her/them] to navigate challenging situations and contribute significantly to our organizational goals.

Furthermore, [Candidate's Name] exhibits a strong commitment to personal and professional growth. [He/She/They] actively seeks feedback, welcomes new challenges, and is not afraid to step outside [his/her/their] comfort zone. These attributes, combined with [his/her/their] solid work ethic and academic acumen, make [him/her/them] an outstanding candidate for your MBA program.

In summary, I highly recommend [Candidate's Name] for admission to your MBA program. I am confident that [he/she/they] will excel academically and make positive contributions to your academic community. Please feel free to contact me should you require further information.

Sincerely,
[Your Name]
[Your Position]