

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]