

# Reference Letter Sample for MBA Graduate School Application

Date: [Insert Date]

To the Admissions Committee,

I am delighted to write this letter in support of [Applicant's Name] and their application to your esteemed MBA program. As [Your Position, e.g., Senior Manager, Professor, etc.] at [Your Company/University], I have had the privilege of knowing and working with [Applicant's Name] for the past [number] years in the capacity of [relation e.g., supervisor, instructor].

During this time, [Applicant's Name] has consistently demonstrated exemplary academic aptitude and professional diligence. They possess an outstanding ability to analyze complex problems, develop innovative solutions, and communicate their ideas effectively both in written and oral presentations. Their academic record reflects intellectual curiosity and a drive for excellence.

What truly sets [Applicant's Name] apart is their remarkable leadership and teamwork abilities. In group projects and professional settings, they naturally assume leadership roles, guiding peers towards common objectives while fostering an inclusive and collaborative spirit. For example, [provide a brief specific example of a leadership experience or team achievement].

[Applicant's Name] has also made significant contributions on a professional level, notably in [describe relevant projects, achievements, or professional experiences]. Their strategic thinking, adaptability, and commitment to delivering high-quality results have greatly benefited our organization and positively influenced their colleagues.

Beyond technical skills, [Applicant's Name] exhibits integrity, resilience, and a strong work ethic. Their passion for business, combined with empathy and ethical judgment, instills confidence in their potential for success in a rigorous MBA program and as a future leader in the business world.

For these reasons, I highly recommend [Applicant's Name] for admission to your MBA program. I am confident that they will thrive in your challenging environment and contribute meaningfully to your academic community.

Should you require further information, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]