

# Reference Letter Sample for MBA University Admission

This **reference letter sample for MBA university admission** provides a comprehensive template to help recommend a candidate's qualifications, leadership skills, academic achievements, and professional experience. It is designed to support applicants in demonstrating their suitability for MBA programs by highlighting their strengths, work ethic, and potential contributions to the university. This sample serves as a valuable guide for referees aiming to craft compelling and persuasive letters that enhance the candidate's chances of admission into competitive business schools.

## Reference Letter Template

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

**Date:** [Insert Date]

**Admissions Committee**

[MBA Program Name]  
[University Name]  
[University Address Line 1]  
[University Address Line 2]

Dear Members of the Admissions Committee,

I am pleased to write this letter in support of **[Applicant's Name]**'s application to the **[MBA Program Name]** at **[University Name]**. During the **[duration]** that I have had the privilege of working with **[Applicant's Name]** as **[his/her/their]** **[relationship to applicant, e.g., supervisor, professor]**, I have been continuously impressed by **[his/her/their]** professionalism, intelligence, and leadership capabilities.

**[Applicant's Name]** has consistently demonstrated exceptional analytical abilities, strategic thinking, and a keen attention to detail. One of **[his/her/their]** most notable projects involved **[briefly describe a significant project, achievement, or contribution]**. Through this work, **[he/she/they]** showcased remarkable initiative, creativity, and a strong ability to work both independently and within a team setting.

In addition to **[his/her/their]** professional achievements, **[Applicant's Name]** exhibits excellent interpersonal and communication skills. **[He/She/They]** is highly respected among peers and colleagues for **[his/her/their]** collaborative approach and ability to inspire others towards shared objectives. **[He/She/They]** is also adept at balancing multiple commitments and adapting to new challenges with resilience and enthusiasm.

I am confident that **[Applicant's Name]** will be a significant asset to your MBA program, bringing not only a strong academic and professional background, but also a high level of integrity, dedication, and passion for learning. **[He/She/They]** is eager to further **[his/her/their]** knowledge and contribute to the collaborative and innovative community at **[University Name]**.

Please feel free to contact me at **[your phone number]** or **[your email address]** if you require any additional information or further insights regarding **[Applicant's Name]**'s qualifications and character.

Sincerely,  
[Your Name]  
[Your Title/Position]