

# Business School MBA Application Recommendation Letter Format

Your Name  
Your Title  
Company/Organization  
Address  
City, State, ZIP  
Email | Phone

Date

**Admissions Committee**  
[Business School Name]  
[School Address]

Dear Members of the Admissions Committee,

## Introduction

I am pleased to write this recommendation letter for **[Applicant's Name]** in support of their application to the MBA program at **[Business School Name]**. As *[your professional relationship to the applicant]* at *[company/organization]* for *[duration]*, I have had ample opportunity to observe their professional performance, leadership abilities, and character.

## Assessment of Professional Achievements

During their tenure as **[Applicant's Position]**, **[Applicant's Name]** has demonstrated a high level of competence and initiative by **[describe specific projects, responsibilities, or achievements]**. Their contributions have resulted in **[quantifiable results or organizational impact, if possible]**.

## Leadership Qualities

**[Applicant's Name]** exhibits exceptional leadership skills by **[give examples of leadership, such as team management, mentoring others, decision-making under pressure, etc.]**. Their ability to communicate effectively and inspire those around them is evident in **[describe a specific situation or accomplishment]**.

## Potential for Success in MBA Program

Based on their analytical thinking, resilience, and passion for learning, I am confident that **[Applicant's Name]** will thrive in the rigorous environment of your MBA program. Their drive for continuous improvement and ability to adapt to new challenges fit strongly with the values upheld by **[Business School Name]**.

## Strong Endorsement

In conclusion, I highly recommend **[Applicant's Name]** for admission to the MBA program. I am certain that they will contribute uniquely to your academic community and represent your institution with distinction in their future career.

Please feel free to contact me at **[Your Email]** or **[Your Phone]** if you need any further information.

Sincerely,  
[Your Name]  
[Your Title]