

Sample Recommendation Letter for MBA Program Application

Date: June 14, 2024

To the Admissions Committee,
[Name of Business School]
[Address if known]

Dear Members of the Admissions Committee,

I am writing to offer my enthusiastic and wholehearted recommendation for **[Applicant's Name]** as a candidate for your esteemed MBA program. As **[Applicant's job title]** at **[Company/Organization Name]** for the past **[number]** years, I have had the pleasure of closely supervising and collaborating with **[him/her/them]** and can attest to **[his/her/their]** outstanding professional and personal qualities.

Throughout **[his/her/their]** tenure at our organization, **[Applicant's Name]** has demonstrated remarkable leadership abilities, keen analytical skills, and an unwavering commitment to excellence. For example, while managing the **[specific project or responsibility]**, **[he/she/they]** not only exceeded performance targets by **[percentage/target]**, but also inspired the team through innovative problem-solving and clear, effective communication. **[He/She/They]** consistently earns the respect and trust of colleagues and senior management alike.

One particular instance that exemplifies **[Applicant's Name]**'s leadership was during our **[describe challenging situation, such as a major project, crisis, or transition]**. **[He/She/They]** displayed impressive poise under pressure, organized cross-functional teams, and delivered a strategic solution that significantly benefited our company. **[His/Her/Their]** ability to analyze complex data, anticipate potential outcomes, and make sound decisions is truly exceptional.

Beyond **[his/her/their]** analytical and leadership skills, **[Applicant's Name]** also stands out for **[his/her/their]** ethical integrity, strong work ethic, and unwavering drive for personal and professional growth. **[He/She/They]** actively supports the development of others by mentoring junior staff, leading training sessions, and fostering a collaborative work environment.

I am confident that **[Applicant's Name]**'s capabilities, ambition, and passion for learning will make a significant contribution to your MBA cohort. I give my highest recommendation for **[his/her/their]** application and am certain **[he/she/they]** will continue to achieve excellence both academically and professionally.

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

Sincerely,
[Your Name]
[Your Title]
[Company/Organization Name]