

# 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]