

# Recommendation Letter for MBA Admission

A recommendation letter for MBA admission is a formal document written by a professor, employer, or professional mentor that highlights an applicant's skills, achievements, leadership qualities, and suitability for the MBA program. It serves to provide the admissions committee with insights into the candidate's professional capabilities, academic performance, and potential for success in business studies. For example, a recommendation letter might describe the applicant's exceptional project management skills and ability to work collaboratively under pressure, emphasizing both their strategic thinking and interpersonal communication, which are critical for excelling in an MBA curriculum.

## Template: Recommendation Letter for MBA Admission

[Your Name]  
[Your Position/Title]  
[Department/Organization]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
Admissions Committee  
[Name of Business School/University]  
[School Address]  
[City, State, Zip Code]  
Dear Members of the Admissions Committee,  
I am pleased to write this recommendation letter for [Applicant's Name] in support of their application to the MBA program at [Business School/University Name]. As [your relation] During [his/her/their] time at [company/university], [Applicant's Name] consistently displayed strong analytical and leadership skills. For example, [he/she/they] led a critical [project/task] In addition to [his/her/their] professional accomplishments, [Applicant's Name] demonstrates excellent interpersonal skills. [He/She/They] is respected and admired by colleagues. I strongly endorse [Applicant's Name] for admission to your MBA program and am confident that [he/she/they] will be a valuable asset to your institution. Please feel free to contact me for further details.  
Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Organization]

## Example: Recommendation Letter for MBA Admission

Sarah Johnson  
Senior Project Manager  
ABC Tech Solutions  
123 Main Street  
Metropolis, NY 10001  
s.johnson@abctech.com  
(555) 123-4567  
June 14, 2024  
Admissions Committee  
XYZ Business School  
456 College Ave  
Metropolis, NY 10001  
Dear Members of the Admissions Committee,  
I am delighted to recommend Michael Chen for admission to the MBA program at XYZ Business School. As Michael's direct supervisor for the past three years at ABC Tech Solutions, I have witnessed his remarkable leadership and professional growth. Michael led our company's largest product launch to date, overseeing a cross-functional team of 12 members. His strategic planning and ability to negotiate effectively with stakeholders are exceptional. Furthermore, Michael's interpersonal skills are exemplary. He actively mentors junior staff, fosters a collaborative work environment, and communicates with clarity, even when handling complex projects. I am confident that Michael will bring the same drive, dedication, and innovative thinking to the MBA program at XYZ Business School. Please feel free to contact me at s.johnson@abctech.com.  
Sincerely,  
Sarah Johnson  
Senior Project Manager  
ABC Tech Solutions