

# Sample Recommendation Letter for Graduate School Admission (MBA Program)

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

Admissions Committee  
[Graduate School Name]  
[School of Business Name]  
[School Address]  
[City, State, ZIP Code]

Dear Members of the Admissions Committee,

I am pleased to write this letter of recommendation for **[Applicant's Full Name]**, whom I have had the pleasure of supervising as a [position, e.g. Business Analyst] at [Company/Organization Name] for the past [number] years. It is without hesitation that I endorse [him/her/them] for admission into your MBA program.

During [Applicant's] tenure with our organization, [he/she/they] consistently demonstrated outstanding analytical skills, a strong work ethic, and remarkable leadership abilities. [He/She/They] successfully led projects that required not only sharp problem-solving and critical thinking, but also the ability to work collaboratively with diverse teams. [Applicant]'s keen attention to detail and strategic perspective have had a transformative impact on our department's productivity and morale.

[Applicant's] professional accomplishments are matched by [his/her/their] ability to communicate effectively across various levels of the organization. [He/She/They] is known for presenting complex ideas in a clear and persuasive manner-whether in meetings, presentations, or written reports. Furthermore, [Applicant] is highly respected among colleagues for [his/her/their] fairness, integrity, and commitment to continuous learning.

I am confident that [Applicant's Name] is exceptionally well-prepared for the rigorous academic and professional challenges of your MBA program. With [his/her/their] strong foundation in quantitative and analytical skills, along with demonstrated leadership and a passion for business innovation, I am certain [he/she/they] will be an asset to your institution and to the business community at large.

Please feel free to contact me if you require additional information regarding [Applicant's] qualifications or achievements. I highly recommend [him/her/them] for admission to your MBA program.

Sincerely,  
[Your Name]  
[Your Title]