

# Reference Letter for MBA Program Student Admission Sample

Below is a sample template for a reference letter supporting a student's application to an MBA program. This template highlights the applicant's academic abilities, professional skills, leadership potential, and overall suitability for graduate business studies.

---

**[Your Name]**

[Your Position/Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[Email Address]

[Phone Number]

[Date]

## Admissions Committee

[University/Business School Name]

[Program Name, e.g., MBA Admissions Office]

[Address Line 1]

[Address Line 2]

**Dear Members of the Admission Committee,**

I am writing to wholeheartedly recommend **[Applicant's Name]** for admission to your esteemed MBA program. As **[Applicant's Position/Relationship, e.g., the applicant's manager/professor]** for the past **[duration]**, I have had the privilege of observing [his/her/their] outstanding academic and professional performance, as well as [his/her/their] impressive leadership potential and commitment to personal growth.

During the time that [Applicant's Name] worked with me at **[Organization/Department]**, [he/she/they] consistently demonstrated strong analytical abilities, effective communication skills, and a deep commitment to excellence. One of the notable projects [he/she/they] led involved **[briefly describe a key project or responsibility]**, which not only achieved excellent results but also showcased [his/her/their] capacity to inspire and collaborate with team members.

In addition to [his/her/their] technical and managerial skills, [Applicant's Name] brings a high level of integrity, adaptability, and passion for continuous learning. [He/She/They] takes initiative, seeks feedback, and demonstrates resilience in challenging situations, all qualities that I believe will make [him/her/them] an asset to your MBA program and the broader academic community.

I am confident that [Applicant's Name] will excel in your program and go on to achieve great success as a business leader. I strongly recommend [him/her/them] for admission to the MBA program at **[University/Business School Name]** without reservation.

Please feel free to contact me if you require any further information regarding [Applicant's Name]

Sincerely,

**[Your Name]**

[Your Position/Title]

---

*This reference letter template can be tailored to fit specific experiences and the applicant's strengths, ensuring the letter is personalized and impactful for MBA admission purposes.*