

# Sample Academic Reference Letter for MBA Application

*To Whom It May Concern,*

I am delighted to write this letter in support of **[Applicant's Full Name]** and their application to the Master of Business Administration (MBA) program at your esteemed institution. As a **[Your Position]** at **[Institution Name]**, I have had the pleasure of teaching and supervising **[Applicant's First Name]** for **[duration]** in the course(s) **[Course Name(s)]**. During this period, I have come to know **[him/her/them]** well and can attest to **[his/her/their]** exceptional academic capabilities and outstanding character.

**[Applicant's First Name]** consistently demonstrated excellent analytical and problem-solving skills, standing out in both individual assignments and group projects. **[His/Her/Their]** commitment to academic excellence was exemplified by **[his/her/their]** impressive GPA of **[GPA]** and by the insightful contributions **[he/she/they]** made during class discussions. In my observation, **[he/she/they]** possesses the intellectual curiosity and discipline essential for success in a rigorous academic environment.

Beyond academic achievements, **[Applicant's First Name]** exhibited strong leadership and teamwork skills. **[He/She/They]** often assumed the role of facilitator during team-based projects, skillfully coordinating group dynamics to ensure productive collaboration and mutual respect among peers. **[Applicant's First Name]** consistently displayed emotional intelligence, maturity, and a professional attitude, earning the trust and respect of both classmates and faculty alike.

Furthermore, **[Applicant's First Name]** has shown a keen interest in developing a broader understanding of business practices and global economic issues, often engaging with supplementary readings and case studies beyond the course requirements. **[His/Her/Their]** motivation and ability to thrive in challenging academic settings suggest great promise for future leadership roles in the business world.

In summary, I strongly recommend **[Applicant's Full Name]** for admission to your MBA program. I am confident that **[he/she/they]** will contribute significantly to your academic community and become a successful leader in the field of business. Please feel free to contact me if further information is needed.

Sincerely,

**[Referee's Name]**

**[Title]**

**[Department]**

**[Institution Name]**

**[Email Address]**

**[Phone Number]**