

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]