

# Sample Character Reference Letter for MBA Application

This document provides a **sample character reference letter for MBA application**, designed to support an applicant's admission by highlighting their personal qualities, integrity, and professional demeanor. The letter typically emphasizes the candidate's leadership skills, work ethic, and capacity for teamwork, helping admissions committees gain insight into the applicant's suitability for the rigorous demands of an MBA program. It serves as a credible endorsement from a mentor, employer, or colleague who can attest to the applicant's character and potential for success in graduate business studies.

## Sample Letter

[Date]

Admissions Committee  
[Name of Business School]  
[School Address]

Dear Members of the Admissions Committee,

I am pleased to write this character reference on behalf of [Applicant's Name] in support of their candidacy for the MBA program at [Business School Name]. Having worked with [Applicant's Name] for [duration] as their [your relationship, e.g., supervisor, mentor, or colleague] at [Company/Organization Name], I have had ample opportunity to observe their exceptional character and professional competence.

[Applicant's Name] consistently demonstrates a high level of integrity and reliability, both in and out of the workplace. Their dedication, strong work ethic, and ability to inspire those around them are truly remarkable. One of [his/her/their] best qualities is [his/her/their] natural leadership-[he/she/they] proactively takes initiative, works well under pressure, and is highly respected by peers.

Furthermore, [Applicant's Name] exemplifies exemplary teamwork and interpersonal skills. [He/She/They] builds positive relationships across all levels of the organization by communicating effectively and showing empathy toward others. These qualities are further underlined by [his/her/their] commitment to continuous learning and personal growth.

In conclusion, I strongly recommend [Applicant's Name] for admission to your MBA program. I am confident [he/she/they] will thrive academically and contribute positively to your institution. Please feel free to contact me for any additional information.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Company/Organization Name]  
[Contact Information]