

Sample Recommendation Letter for Business School Applicant

To the Admissions Committee:

I am writing to highly recommend **[Applicant's Name]** for admission to your esteemed business school. As **[your position]** at **[Company/Institution Name]**, I have had the pleasure of working closely with **[Applicant's Name]** for the past **[duration]** and have been consistently impressed by their exceptional drive, academic achievements, and commitment to professional excellence.

During **[his/her/their]** time at our organization, **[Applicant's Name]** has demonstrated a remarkable aptitude for analytical problem-solving, leading several key business projects to successful completion. For example, **[he/she/they]** played a pivotal role in **[specific project or achievement]**, where **[he/she/they]** not only delivered outstanding results but also guided a diverse team toward a common objective. **[Applicant's Name]**'s leadership style is inclusive and strategic, promoting a collaborative atmosphere that brings out the best in others.

In addition to **[his/her/their]** technical abilities, **[Applicant's Name]** excels in communication and presentation skills. **[He/She/They]** regularly presents complex data and recommendations to senior management with clarity and confidence, making a significant impact on organizational decision-making. **[His/Her/Their]** dedication to personal and professional growth is evident in **[his/her/their]** pursuit of continuous learning and willingness to take on new challenges.

Based on **[his/her/their]** impressive record, I am confident that **[Applicant's Name]** possesses the intellectual curiosity, perseverance, and leadership potential to thrive in your rigorous business school program. **[He/She/They]** has my highest recommendation, and I am certain **[he/she/they]** will contribute greatly to your academic community.

Please feel free to contact me at **[Your Email]** should you require any additional information.

Sincerely,

[Your Name]

[Your Position]

[Company/Institution Name]