

# **MBA Recommendation Letter Example**

**[Your Name]**

**[Your Title]**

**[Company Name]**

**[Company Address]**

**[City, State, ZIP Code]**

**[Email Address]**

**[Phone Number]**

**[Date]**

**Admissions Committee**

**[School Name]**

**[School Address]**

**[City, State, ZIP Code]**

**Dear Members of the Admissions Committee,**

**It is my pleasure to recommend [Candidate's Name] for admission to your MBA program. I have had the opportunity to work closely with [Candidate's Name] for the past three years at [Company Name], where I am the [Your Position]. During this time, I have been impressed by [Candidate's Name]'s leadership, analytical thinking, and dedication to professional growth.**

**[Candidate's Name] has consistently shown an ability to handle complex tasks and projects with a high level of responsibility and creativity. In our most recent project, [he/she/they] led a team that developed and implemented a new operational strategy, which resulted in a 20% increase in efficiency across the department. [Candidate's Name] is not only goal-oriented but also fosters a positive work environment that encourages collaboration and innovation.**

**[Candidate's Name]'s desire to pursue an MBA is rooted in a genuine passion for personal and professional development. I believe [he/she/they] will be a great asset to your MBA program, bringing valuable insights and experience to the classroom. [Candidate's Name] is ready for the challenges of an MBA program and will contribute significantly to the learning community.**

**Please feel free to contact me if you need further information.**

**Sincerely,**

**[Your Name]**

**[Your Title]**

**[Company Name]**