
Sample MBA Recommendation Letter

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Admissions Committee

[MBA Program]

[University Name]

[School Address]

[City, State, ZIP Code]

Dear Admissions Committee,

It is with great enthusiasm that I recommend [Candidate's Name] for your MBA program. I had the pleasure of working with [Candidate's Name] as [his/her/their] manager at [Company Name] for the last three years. During this time, I have seen [Candidate's Name] grow into a confident, strategic leader with an exceptional work ethic.

[Candidate's Name] has consistently demonstrated [his/her/their] ability to manage complex projects and solve problems creatively. One example that stands out is [his/her/their] leadership in a critical project that reduced operational costs by 15% while increasing customer satisfaction. [Candidate's

Name] always approaches tasks with a solution-oriented mindset and is highly respected by colleagues for [his/her/their] ability to work well with diverse teams.

I have no doubt that [Candidate's Name] will succeed in your MBA program and use the knowledge gained to achieve even greater professional success.

[He/She/They] possess the right blend of intelligence, dedication, and leadership skills that will make [him/her/them] a valuable asset to your school.

Thank you for considering [Candidate's Name] for your MBA program. Should you require additional information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Title]

[Company Name]