

## Letter of Recommendation – MBA Program (Sample)

Date: DD/MM/YYYY

### To Whom It May Concern

I am writing this letter to recommend **Mr. [Full Name]**, who has been my student for approximately **[number] years**, for admission to an MBA program.

During his time as a student, **Mr. [Last Name]** consistently demonstrated a strong sense of responsibility toward his academic work. He approached assignments with focus and dedication, producing work of a high standard across multiple subjects. His commitment to continuous improvement was evident throughout his studies.

Beyond academics, **Mr. [Last Name]** naturally assumed a supportive role among his peers. Fellow students frequently sought his guidance, and he responded with patience and clarity. His ability to communicate effectively and work collaboratively reflects emerging leadership potential that would be well-suited to a business school environment.

In my assessment, **Mr. [Last Name]** possesses the discipline, motivation, and interpersonal skills required to succeed in a graduate management program. I believe he would benefit from and positively contribute to an MBA academic setting.

I recommend **Mr. [Full Name]** for admission to your MBA program without reservation. Should further information be required, I would be pleased to assist.

Sincerely,

**[Professor's Name]**

**[Faculty / Department]**

**[University Name]**

**Email:** [Email Address]

**Contact No.:** [Phone Number]