

[Company Letterhead]

[Date]

The MBA Admissions Committee

[Business School Name]

[University Name]

Subject: Letter of Recommendation for [Applicant's Full Name] — MBA Program

Dear Admissions Committee,

I am writing to strongly recommend [Applicant's Full Name] for admission to the MBA program at [Business School Name]. I have worked with [First Name] for [X years] at [Company Name], where I am the [Your Designation]. [First Name] reports directly to me as a [Applicant's Job Title] and I have had a front-row view of [his/her/their] professional development, leadership style and business acumen.

[First Name] manages [describe scope — e.g., a portfolio of 8 key accounts worth INR 4.2 crore annually / a team of 5 business development executives / end-to-end project delivery for our largest enterprise client]. [He/She/They] joined us in [Year] and has consistently exceeded performance targets. In [Year], [he/she/they] was recognised as [specific recognition — e.g., the top-performing account manager in our South India region / the youngest team lead in the company's history].

The quality I most admire in [First Name] is [his/her/their] ability to [leadership quality — e.g., make sound decisions under pressure and bring clarity to ambiguous situations]. In [specific situation — e.g., Q2 2024, when our largest client threatened to exit due to a service delivery issue], [First Name] took ownership of the situation without being asked, [describe action — e.g., convened an emergency cross-functional meeting, identified the root cause within 48 hours and presented a recovery plan to the client that not only retained the account but resulted in a contract renewal worth INR 1.1 crore]. This is not an isolated example — it reflects how [he/she/they] consistently operates. [He/She/They] is also a natural mentor. Three junior team members have cited [him/her/them] as the person most responsible for their professional growth in our annual feedback surveys.

[First Name] has a clear and compelling reason for pursuing an MBA at this stage of [his/her/their] career. [He/She/They] has expressed a desire to [career goal — e.g., move into a general management role and eventually lead a business unit]. The MBA will give [him/her/them] the strategic frameworks, global network and cross-functional perspective that [his/her/their] current role, while excellent, cannot fully provide. I believe [he/she/they] is ready for this challenge and will contribute meaningfully to classroom discussions and peer learning.

I give [First Name] my highest recommendation. [He/She/They] is among the most capable professionals I have worked with in my [X]-year career. I am happy to speak further about [his/her/their] candidacy at your convenience.

Yours sincerely,

[Your Full Name]

[Your Designation]

[Company Name]

[Email] | [Phone]