[Date]

To

[Designation of addressee]

[University name]

[Address]

Subject:

Respected Sir/Ma’am,

I would strongly refer [mention the full name of the person or applicant] for an MBA program in your distinguished university, [mention the name]. I am [mention your full name], the [mention the name of your position] at [mention the name of the company or organization].

[Mention the full name of the person or applicant] has served as my [mention the post] for the last [mention the time period]. During his or her tenure here, he or she had been steadily moving toward his or her goal of enrolling in an MBA as he or she honed his or her leadership ability, build his or her interpersonal skills, and gained hands-on experience in [mention the area].

As his or her senior, I have witnessed him or her displaying strong leadership capabilities, and critical thinking skills that are required for success in the management field. He or she has helped our corporation achieve various targets through his or her undying determination and valuable input. His or her colleagues have often turned to his or her support and advice on various projects. Being sensible, kind, and humble, she has always helped. He or she has always been praised for his or her performance and personality.

I sincerely believe that he or she will be able to do great in [mention the area] MBA program, contributing in a number of ways. Not only is he or she well-versed in [mention the field] but his or her contagious enthusiasm helps those around him or her to try to do equally good. He or she is able to use sound communication skills in any situation presented and can of course, work great as a part of a team.

I am highly referring him or her for all the above-mentioned reasons as a candidate for the MBA program at your university. Kindly connect with me at [mention the email ID] or [mention the phone no.] if you have any questions or doubts.

Thank you,

Yours sincerely,

[Name of the sender]