

**To,**  
**The Admission Committee**  
**Name of the university**  
**Address**

**Salutation**

**Sub:**

It is my pleasure to recommend ABC for admission to the Masters in Business Administration program at your esteemed university.

I have taught ABC for the past two years while he studied business administration for his undergraduate degree at XYZ college. I am the Business Studies and Economics in charge and have observed his performance and attitude at various workshops and projects conducted by the institution.

ABC is a very diligent, hardworking, and sincere student and has the ability to make his presence felt in every situation that he is a part of. He is a distinguished team player and an elegant independent worker. No task seems difficult if it is handled by him. He takes initiative in accepting challenges and has extremely good critical and creative thinking power. The simple techniques used by him are more effective than the ones written in books and sometimes it helps in redefining the written word.

I also observed him at various field trips, industrial visits, and workshops conducted by the college during the tenure of our interaction. His enthusiasm and energy make him stand out and prudent queries to satisfy the anxiety asked by him help everyone around to gain the right and real perspective of the activity or the task undertaken. I feel fortunate that I can help him get admission in the advanced study course as he is a truly deserving student.

It is not only the academics or the life skills in which he excels; he can be called an all-rounder as he has a commendable record in co-scholastic activities of the college. He is an avid reader and an agile sportsman. He has also served as the secretary of the college and worked for the welfare of the students. Through his single-handed efforts, we were able to fund books for five needy students in our department. He collected these from the seniors and distributed them to the economically challenged students.

He possesses impeccable communication skills and can empathize with people naturally. He always comes forward to lend a helping hand in need. The vibrancy in his personality matches the United States and getting an opportunity to study in the country will give me the required confidence, knowledge, practical learning, and an opportunity to test his self-disciplinary approach towards studies and life.

Through participation in various academic and non-academic events and tasks, he has prepared himself thoroughly for the advanced study program. He has a strong fundamental base and possesses all the life and literacy skills that are required in the students of current times.

I would again like to express my pleasure in recommending him for admission to the MBA course at your university as a worthy applicant. He is one of those for whom even good institutions are at a lookout.

In case you have any queries about his candidature, I shall be happy to answer them, My contact details are given below.

Thanking you

Sincerely

Sd/-

Name

Designation

Email

Phone: #

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