TO

[Receiver Name]

[Receiver Title]

**ADDRESS:**  [Receiver Address]

**EMAIL:** [Email Address]

**PHONE:** [Home Phone]

FROM

[Sender Name]

[Sender Title]

Sub: MBA Recommendation Letter

Dear **[NAME]**

I have worked closely with **[NAME]**  for the past two years, during which time she served as a peer advisor in the Career Services Office at Concord College. I found **[NAME]** to be an exceptionally motivated and talented young woman who comported herself well in all the endeavors she undertook. I firmly believe that she will be successful in whatever she pursues.

**[NAME]**  has a very sharp and inquisitive mind. She is also very perceptive and able to read people and situations with a great deal of accuracy. **[NAME]**  is strongly committed to the organizations for which she works, and I am confident that as she continues to mature, she will be an asset to society. She assertively addresses problems and exhibits a maturity beyond her years in her approach to situations.

**[NAME]** has digested large volumes of information in her role as Career Peer Advisor. She has shown the ability to clearly explain complex concepts to our clientele and has developed very strong relationships with her peers and our professional staff.

I am very comfortable with allowing **[NAME]**  to represent the office to external constituents. This confidence was evidenced by my recent decision to have **[NAME]** accompany a group of seniors to a recruiting conference. She effectively interfaced with corporate representatives and gathered a great number of employments leads for students back on campus.

In conclusion, I am certain that **[NAME]**  will shine as a graduate student and go on to become a very accomplished businessperson. She possesses the right combination of drive, intelligence, and interpersonal skills required to excel in school, and in life. Please feel free to contact me if you have any questions about this extraordinary young woman.

Sincerely,