**LETTER OF RECOMMENDATION FOR MBA PROGRAM EXAMPLE**

Here is an example of a strong letter of recommendation for an MBA program applicant.

*Dear Augsburg University MBA Program:*

*I am writing this letter to recommend Jane Doe for the MBA program at Augsburg University. I have directly supervised Jane for the past three years at [Name of company]. In my time working with Jane I have personally witnessed her dedication and hard work for the organization. Jane is responsible for capital purchases, information technology equipment, and pediatric care equipment.*

*Jane’s interest and ability in learning news tasks have allowed her to be very knowledgeable in many of the procurement procedures that exist. She always volunteers for new assignments and demonstrates an ability to learn and retain information quickly and accurately. Jane is always willing to do what it takes to get the job done and truly lives up to the company ideals.*

*I believe Jane will be very successful in your MBA program and is well equipped to handle the challenges and learning experiences that Augsburg can provide for her. She is fully capable of balancing the workload between her job responsibilities and school. The knowledge she will gain from the MBA program will serve her well and will prepare her for promotional opportunities in the near future. I believe Jane is a great candidate for the MBA program and will be very successful in your program.*

*Please feel free to contact me with any questions.*

*Sincerely,*

*[Your name]*