

Sample Recommendation Letter for MBA

The Registrar,

Dr. Ambedkar Institute of Management,

HYDERABAD.

Dear Sir,

With reference to your press notification for admission to MBA through management quota, I am sending herewith one Mr. Ramakrishna, a graduate of commerce from our college as an applicant. He has been a merit student and our college topper last year. Very disciplined and obedient to teachers, I am confident that he will prove to be a gem of your institution also. He is very much interested to pursue his management degree with financial management as specialization and hence, he is being recommended for MBA course. Financially he is not a sound and be given some merit concession in fee and other payments to the possible extent. I know his family and his character almost more than five years and he has been much disciplined and sincere to whatever job entrusted to him.

I will be thankful to you if you consider his admission in to your college and honor my word.

Thanking you.

Yours truly,

Dr. Ramesh Kumar,

Principal,

Ramjhas College.