[Insert date]

Dear Admissions Committee:

I am writing to recommend [applicant name] for admission to your Master of Management professional degree program. I know [applicant name] because she/he is … [explain how you know the applicant].

From our very first meeting, I have been impressed by [Insert Applicant Name]'s … [describe applicant’s knowledge, skills and abilities].

[Applicant name] is very clear about her/his desire to gain a deeper understanding of management. Your program would help her/him to … [explain applicant’s goals and career aspirations].

In summary, I believe that [applicant name] has both the motivation and intellect to succeed in postgraduate studies. Therefore, I strongly recommend [applicant name] for admission to your Master of Management professional degree program.

Yours truly,

[Recommender signature and full name]

[Recommender position/title]