**To Whom It May Concern**

**DATE: September 23, 20XX**

**Re. Recommendation Letter for [XYZ]**

Dear Manager,

I am [full name], the [designation in the company], from the [respective department], [name of the organization]. I am writing this letter to recommend Ms. [name] to study in your institute at [specify the campus branch], [city], [country].

I have known Ms. [name] since 20XX when she joined my office. She joined the office as an [designation] in 20xx. She worked under my direct supervision and always showed sheer eagerness at work. She is passionate and a fine blend of researcher and manager. Her management skills and good communication make her the best fit for the organization.

Recently, she got approval to study abroad in the [name of the country]. She has a great interest in Business Management Strategies and Theoretical Analysis. She has a Master’s in Business Administration from [mention the institute]. To excel in this field, she aspires to study more at any well-renown university. I am of the firm belief that she will prove herself to be a hardworking and diligent student.

She is excited to study in an environment conducive and diverse, without discrimination. Such an environment is ideal for your campus. I recommend her for admission to the field and study mentioned above. Please consider my recommendation and let me know if you have further questions.

You can call me at [phone number] on working days or send me an email at [email address]. Thank you.

Regards

[Name]  
[Designation]  
[Company]