

[Your Name]
[Your Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Admissions Committee]
[University/College Name]
[Department/Program]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name or Admissions Committee],
I am writing to recommend [Student's Name] for admission to the Bachelor of Business Administration program at [University/College Name]. I have had the pleasure of knowing [Student's Name] for [duration of acquaintance] in my capacity as [your relationship to the student, e.g., teacher, mentor, employer].

During this time, I have been consistently impressed by [his/her/their] commitment to academic excellence and [his/her/their] passion for business-related subjects. [Provide specific examples of the student's achievements, skills, and traits that make them a strong candidate, such as leadership, teamwork, analytical skills, or relevant experiences.] In addition to [his/her/their] academic prowess, [Student's Name] has demonstrated [mention any extracurricular activities, volunteer work, or internships that relate to business]. [He/She/They] possesses strong communication skills and the ability to work collaboratively with others, making [him/her/them] an excellent fit for the team-oriented environment at [University/College Name].

I am confident that [Student's Name] will thrive in the BBA program and make valuable contributions to [University/College Name]. I wholeheartedly endorse [his/her/their] application and believe [he/she/they] will be a significant asset to your institution. Thank you for considering this recommendation. Please feel free to contact me at [your phone number] or [your email address] if you have any questions or require further information.

Sincerely,
[Your Name]
[Your Position]