

[Your Name]  
[Your Title/Position]  
[Your Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Admissions Committee]  
[School Name]  
[School Address]  
[City, State, Zip Code]

Dear Members of the Admissions Committee,

I am writing to express my enthusiastic support for [Applicant's Name] in their application for the Bachelor of Business Administration program at [School Name]. I have had the pleasure of knowing [Applicant's Name] for [duration] as their [relationship, e.g., teacher, supervisor, mentor], and I believe they would be an excellent addition to your program.

Throughout our time together, [Applicant's Name] has consistently demonstrated exceptional dedication and a strong work ethic. They possess a keen analytical mind and a natural aptitude for problem-solving, which are crucial skills in the field of business. One notable example of this was when [describe a specific project, initiative, or accomplishment that highlights the applicant's relevant skills and qualities].

In addition to their academic abilities, [Applicant's Name] is a natural leader. They have taken the initiative to [describe leadership experience or involvement in community activities, clubs, or organizations]. Their ability to work collaboratively with others and inspire their peers is truly commendable.

I am confident that [Applicant's Name] will thrive in the rigorous environment of your BBA program. Their passion for business, along with their willingness to learn and grow, will enable them to take full advantage of the opportunities that [School Name] offers.

Thank you for considering this outstanding candidate. If you have any further questions or require additional information, please feel free to contact me.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]