**Sample School Recommendation Letter**

**To Whom It May Concern:**

I would like to offer a formal recommendation for Silky Gomes, for the post of Senior Coordinator for Heavy Brain Commerce. I have known Silky Gomes for approximately five years and have a strong feeling that she is an idle candidate for your business school program.

Silky joined our entity as an entry-level customer service employee. Demonstrating an incredible strong dedication and initiative, she moved up the ranks very quickly. Just after six months, she was promoted to the designation of team leader.

Her ability to lead by example and her enthusiasm and dedication are both inspiring and motivating.

I believe Silky exhibits many of the qualities that are the prerequisites of business managers and business students. Therefore I believe an education at your esteemed business school will go a long way in honing these qualities.

I highly recommend Silky Gomes for your program.

Sincerely,  
F. Kennedy Senior Coordinator Heavy Brain Commerce