

**[Your Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

**[Recipient's Name]**

[Recipient's Title]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

**Subject: Request for Endorsement for MBA Program**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your endorsement as I apply for the MBA program at [University Name]. As you know, my experience as a volunteer coordinator at [Organization Name] has greatly enriched my understanding of leadership, teamwork, and community engagement.

Throughout my time in this role, I have developed and implemented various projects that have had a positive impact on our community, which I believe aligns well with the values of [University Name]. I am eager to further my education in business administration to amplify these efforts.

Your endorsement would be invaluable to my application, as you can attest to my skills and dedication towards our mission. I am happy to provide any additional information or meet at your convenience to discuss this further.

Thank you very much for considering my request. I deeply appreciate your support and guidance.

Sincerely,

[Your Name]