

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Advisor's Name]

[Advisor's Title]

[Department]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Advisor's Name],

I hope this message finds you well. I am reaching out to request your support as I apply for the MBA program at [University Name]. Given our work together on [specific project or research], I believe your insights into my academic abilities and research skills would be invaluable to my application.

The MBA program places a strong emphasis on [specific attributes or skills related to the program], and I feel that your perspective as my research advisor would greatly enhance my candidacy. If you agree, I would be happy to provide any additional information, including my resume, statement of purpose, or details about the program.

Thank you for considering my request. I truly appreciate your time and support, and I am looking forward to your response.

Best regards,

[Your Name]