

Dear Admissions Committee,

I am writing this letter of formal recommendation on behalf of Miss *****, who is a very effective sales manager, and has impressed me as an outstanding professional during the five years she has worked at ***** Corporation. It was due to *****'s outstanding professionalism and customer-care attitude that our company, ***** Industrial Corporation, selected *****'s company as our main supplier to provide optical cable for our computer products.

****'s goal is to have the best quality supplier as a key to our company's success. To be honest, ****'s sales staff did not provide good customer care, or work collaboratively with our purchaser. Several times our supplier's quality department (SQ) checked Worldwide's production line, and found it to be inadequate in terms of the products' quality and had a lack of management oversight. Moreover, **** was unresponsive to our production change requests. We had decided to remove them from consideration as a supplier, and were exploring other options.

**** changed this situation when she became a sales manager at that company. I received a factory head's report that stated that ****'s sales staff had shown dramatic improvements, and was spending more time with our staff. In addition, they were also committed to raising the quality of their products by overhauling their production line. The factory head's report stated this attitude change was due to a new leader within the company, ****, who was aggressively making internal adjustments, improving company morale, which ultimately created synergy that improved their products.

The reports from our quality control section confirmed this transformation. Due to ****'s efforts, we changed our mind about this corporate relationship and extended a long-term partnership agreement to ****. Following this development, **** decided to build a new factory in China. During the initial start-up phase, I had my first opportunity to meet ****. She immediately impressed me with her commitment, her diligence, and her creativity to resolve any problems our company may experience.

I distinctly remember one incident, when we received a very large order from our customers. Our company needed to rapidly receive some unfinished products, so our company could quickly assemble them to meet a deadline. We contacted ****, as well as other suppliers to inquire about their production status and material preparation to ensure timely delivery for our customers. Because the factory was new, we were concerned about ****'s production capacity.

**** personally called me and addressed our concern. I immediately realized that **** wanted to ensure our success by not only producing quality products, but also ensuring on-time delivery so we could meet the needs of our clients. She told me about the efforts her company expended to realign her factory's production to meet our requirements. Although a sales manager, I realized for the first time that she goes well beyond her normal job duties. She even participated in the inventory preparation and MRP (material requirement plan) software set up project. She personally supervised and

monitored the material preparation and production status to ensure ***** received its orders.

I was most impressed by her candid and frank attitude. As the Chairman of *****Corporation for many years, I have dealt the all kinds of people, but none of them like *****. She truly makes her clients feel unique, and that they are the most important. She is extremely responsible and always is concerned about her clients' well being. She possesses a very high standard of business ethics and will tactfully notify her clients if she encounters problems. Since we received this order, our China factory has developed a very close partnership with *****. In this competitive world, failure to receive products "on time" can cost our company millions of dollars.

When I learned *****desired to pursue advanced study in an MBA program, I was very happy for her. Although our company will hate to lose such a great contact in *****, I understand her ambition and motivation to help her family business compete on a global level by incorporating the most advanced management systems learned abroad. I am honored to be asked to provide a reference, and I am confident that her can-do attitude and ability to lead will definitely impress you as much as she has impressed me.

Sincerely,

XXXX
Chairman
***** Corporation

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