

**execMBA PROGRAM**  
**Robert J. Trulaske, Sr., College of Business**  
**University of Missouri**

## **Sample Letter of Endorsement (on Company Stationary)**

(Date)

Admissions Committee  
execMBA Program  
Trulaske College of Business  
University of Missouri  
306 Cornell Hall  
Columbia, MO 65203-2600

RE: Endorsement of Jane Doe's participation in execMBA

Dear Sir or Madam:

Jane Doe has been employed with Sample Organization for ten years and currently serves in the role of Senior Manager. I have reviewed the website that describes the execMBA Program at the University of Missouri and verify at this time that Sample Organization is committed to supporting Ms. Doe in your Fall 2013 class.

Sample Organization understands the time required away from work to successfully complete the execMBA Program and has reached an agreement on financial support with Ms. Doe. Sample Organization further understands that as Ms. Doe attends the program, she will be absorbing valuable lessons that will provide immediate value to the organization. Consequently, we are pleased to provide this support.

Sincerely,

John Doe  
Senior VP of Human Resources  
Sample Organization  
555-555-5555