Dear Employer:

Thank you for providing a letter of nomination and support for an applicant to the Executive MBA Program. Your time and thoughtfulness are greatly appreciated.

The letter should cover relevant areas such as the applicant’s management experience; potential for advancement; intellectual, analytic and problem solving abilities; interpersonal skills; and communication skills.

Letters should be mailed or emailed directly from you to the addresses below. Please include the date and your contact information.

Please mail your letter of nomination to:

Executive MBA Program Admissions  
Lubar School of Business  
University of Wisconsin-Milwaukee  
P.O. Box 742  
Milwaukee, WI  53201-0742

Or email it to:  
emba@uwm.edu

If you have questions, please contact:  
Terese Teachout  
EMBA Program Manager  
414-229-6858  
tereseat@uwm.edu

Please note that under the provisions of federal law, the applicant, upon attending UWM, may request access to his/her educational records, including letters of recommendation. Your letter may be released to the student upon his/her request unless it is accompanied by a waiver of such access that is signed by the applicant. A waiver form may be obtained from the director of the Executive MBA Program.