



E-mail - Communicating Your Promotion

(DO NOT COPY/PASTE: all our students will have access to this material)

Dear XX,

My name is XXX and I am a Brazilian applicant to the MBA program at SCHOOL X starting next fall. We have recently met in Sao Paulo and I would like to tell you that our talk was both pleasant and clarifying. The event as a whole was enlightening and only strengthened my interest in the program. I now write this letter to provide you with updated information on my career.

A couple of weeks after submitting my application, I earned a job promotion. I applied as a manager and I am now the director of XXX in Company X. My objective is to reorganize its XX the XXX, by XX and enhancing synergy between the headquarters in Brazil and its subsidiary in XXX. I am thrilled with the recognition of my XXX and with the XXX to interact more deeply with professionals from another country on a daily basis.

This promotion is a significant improvement in my career perspectives within the company, but I would like to reinforce that my priority remains. I am willing to attend the MBA from XXX. I would like to take this opportunity to reinforce my deep commitment to my goal.

Best Regards,

YOURNAME