

## **Personal Reference Letter**

### **LETTERHEAD**

Board of Directors  
Address

Dear Members of the Board:

I am delighted to write this letter of recommendation on behalf of (purchaser). It is hard to believe that I have known (purchaser) for (# of years), since we began our legal education at the University of (purchaser). From the outset, (purchaser) was a great source of support. She was a dedicated student, took a demanding course load, and has always impressed everyone around her with her accomplishments.

Our friendship has deepened through the years. She is a warm, thoughtful, dependable person, the type who always remembers birthdays no matter how hectic her own life is at the time. While her career has been extraordinarily successful, she has managed to maintain a sense of balance in her life through travel and family relations.

As a homeowner myself, I am aware of the importance of living near people who care deeply about their surroundings and are considerate and cooperative. (Purchaser) had all these qualities and would be a wonderful neighbor, friend and asset to your building.

If I can provide any additional information, please do not hesitate to contact me at (phone #).

Sincerely,

# Personal Reference Letter

## LETTERHEAD

Date

Board of Directors  
Corp.  
Address  
New York, New York Zip

Dear Ladies and Gentlemen:

I am delighted to have been asked by \_\_\_\_\_ to write to you in support of her application to purchase an apartment in your building. I have known \_\_\_\_\_ for many years both professionally and socially and so my comments, which follow, should be taken in the broadest context.

I first came to know \_\_\_\_\_ as a member of the board of my building, \_\_\_\_\_ Park Avenue. Our professional relationship was particularly substantial during the years I was President of the Board. I literally worked with \_\_\_\_\_ and the people who reported to her on a daily basis. \_\_\_\_\_ is a first rate business person, an outstanding administrator and has the respect and admiration of everyone who works with \_\_\_\_\_ both in \_\_\_\_\_ organization as well as among \_\_\_\_\_ clients.

On a personal note, \_\_\_\_\_ has been a guest in my home and has spent time with me and my family on many occasions over the years. \_\_\_\_\_ is a wonderful person with great charm and terrific people skills and I would be delighted to have \_\_\_\_\_ not only as a friend but also as a neighbor where I live.

In short, \_\_\_\_\_ comes with my unqualified recommendation. If I can provide any additional information, please feel free to contact me.

Yours sincerely,

# Personal Reference Letter

## LETTERHEAD

Date

Board of Directors  
Corp.  
Address  
New York, New York Zip

Dear Members of the Board:

It is with very great pleasure that I can wholeheartedly recommend (purchaser) to be a Tenant-Owner at (address).

I have known (purchaser) for some 20 years both as a value friend and an outstanding manager with (company). I can, without reservation, testify to (purchaser) high moral standards, which (purchaser) has transmitted to his two lovely daughters. (Purchaser) is responsible and honors (purchaser) commitments in business as well as in (purchaser) private life. (Purchaser) will take on no financial obligations that he cannot fulfill; (purchaser) word is (purchaser) bond!

I am the Board President of (Address) and I hope I may understand what you require. You are getting the very best. You will be fortunate in having him in your building and I envy you for that.

Very truly yours,

# **Business / Personal Reference Letter**

## **LETTERHEAD**

Date

Board of Directors  
Address

Dear Members of the Board:

It is a privilege to write in support of (purchaser)'s application to purchase a cooperative apartment in your building. I have known (purchaser) since (date), when we became colleagues at (company's purchaser). I learned quickly that (purchaser) was a thoughtful, highly regarded and very successful person who earned the admiration of people that were fortunate enough to work with him.

Over the years our work relationship grew into a close friendship. (Purchaser) possesses great integrity, compassion, honesty and responsibility. Personally, I would trust (purchaser) with any issue, whether professional or personal.

I have no doubt that (purchaser) will soon become an invaluable member of your community and a friendly and thoughtful neighbor. Please feel free to contact me at (phone #) should you have any questions.

Sincerely,

# **Personal / Business Reference Letter**

## **BUSINESS LETTERHEAD**

Date

Board of Directors/Managers  
Address

Re: Purchaser

Ladies and Gentlemen:

I have known (purchaser) since (date). (Purchaser) and I have maintained a very close friendship over the years and in more recent years, a business and professional relationship as well. (Purchaser) is my dearest and oldest friend and I know him to be a person of the highest integrity and responsibility. (Purchaser) and I also share many friends and acquaintances in common. He is very accomplished professionally, is considerate of others and enjoys the respect and good friendship of his friends and neighbors.

(Purchaser) is mature, responsible, industrious and considerate young                      who I have known since she was a child. I am certain you will find her to be a wonderful neighbor and a responsible member of the cooperative.

If you would like any further information concerning (purchaser) or (purchaser), please do not hesitate to contact me.

Very truly yours,

# **Business Reference Letter**

## **BUSINESS LETTERHEAD**

Date

Dear Members of the Board:

In the years I have known (purchaser) I have continually been impressed with his dedication, work ethic and skill as a computer professional. I first met (purchaser) when he as a student of mine at the . Before he finished his degree at he moved from student to professional, both as a superior Systems Administrator of the complex lab at and as an excellent teacher.

It was during this time that I hired (purchaser) to help us set up and manage our comprehensive computer network. He worked for us for several years, during which he was trustworthy, responsible and efficient, always willing to go the extra mile whenever we needed him. We have come to know (purchaser) very well, and can attest to his integrity, reliability and trustworthiness.

I know (purchaser) to be a very dedicated individual and person of great warmth and spirit and feel he would be a great member of any coop and community. Please call me if you would like further information or clarification.

Sincerely,

# **Business Reference Letter**

## **BUSINESS LETTERHEAD**

Date

Board of Directors  
Purchaser of Coop / Condo (if applicable)  
Address  
New York, NY Zip

Dear Members of the Board,

This is a letter of recommendation for (purchaser) who is applying to purchase an apartment within your cooperative at (address). I have known (purchaser) since (date). She and I work closely together at Morgan Stanley on the corporate bond trading desk. She has always exhibited professionalism in and outside of work, and is a very considerate and thoughtful friend.

As a resident and previous coop board member at (address), I know that (purchaser) would make an ideal neighbor and a welcome addition to any cooperative. I wholeheartedly recommend that you approve her application to your cooperative. Please feel free to call me at (number) should you have any further questions. Thank you.

Sincerely,

# **Business Reference Letter**

## **BUSINESS LETTERHEAD**

Board of Directors  
Address

Dear Members of the Board:

I am writing at the request of (purchaser) in connection with her application for admission as a shareholder of your cooperative. I am a partner in the mergers and acquisitions group of (firm purchaser) and have known (purchaser) for nearly (# of years), while she has served as an associate at our firm. I am very pleased to unreservedly recommend (purchaser) to you.

She is an exceptional person, delightful to work with, responsible, and full of integrity. She has built a wonderful reputation both within in the firm and outside and I feel confident that she would be an excellent addition to your cooperative.

If I can provide any additional information, please do not hesitate to contact me at (phone #).

Sincerely,



# **Business Reference Letter**

## **BUSINESS LETTERHEAD**

Date

Purchaser of Coop/Condo  
Address  
New York, NY Zip

Dear Members of the Board:

It has been my pleasure to serve as Investment Executive for the securities accounts of (purchaser) since (date) joined (company) in August last year. They have both been professional, courteous, and timely in their financial transactions with (company).

On a personal note, I have worked directly with (purchaser) as a colleague in his efforts to make a number of key improvements to (company) as a firm. I find that he consistently displays high integrity and character, is very professional in his dealings with others, and is an outstanding person to work with in every regard. I recommend him highly to your cooperative.

Sincerely,

# **Employment Reference Letter**

## **BUSINESS LETTERHEAD**

Board of Directors  
Address

Dear Members of the Board:

This letter is to verify (purchasers) employment at (company). (Purchaser) has been a valued member of our organization for (# of years). His contribution has been fully appreciated in his role as (title) and currently earns an annual salary of (salary amount) and a guaranteed bonus of (bonus amount).

Should you require any further information, I can be contacted directly at (phone #).

Sincerely,

# **Sample Bank Reference Letters**

## **BANK LETTERHEAD**

Date

Board of Directors  
Coop / Condo Purchaser  
Address  
New York, NY Zip

Re: \_\_\_\_\_

Dear Members of the Board:

As requested by (purchaser), the following information is provided from our records:

### **Checking:**

Type of Account:  
Date Opened:  
Current Balance:  
Avg. YTD Balance:

### **Savings:**

Type of Account:  
Date Opened:  
Current Balance:  
Avg. YTD Balance:

Very truly yours,

## **Sample Landlord Letter (Renters)**

### **LETTERHEAD**

Date

Board of Directors  
Address

Dear Members of the Board:

Please be advised that (purchasers) have lived at (address) for (# of years) and have always paid their rent in full and on time. (Purchasers) have an excellent payment history and have proven to be good neighbors. They will be an asset to any building in which they live.

Should you require any further information, I can be contacted directly at (phone #).

Sincerely,

(Managing Agent)

# **Sample Landlord Letter (Owners)**

## **LETTERHEAD**

Date

Board of Directors  
Address

Dear Members of the Board:

Please be advised that (purchasers) have lived at (address) for (# of years) and have always paid their maintenance in full and on time. These unit owners have an excellent payment history and have proven to be good neighbors. They will be an asset to any building in which they live.

Should you require any further information, I can be contacted directly at (phone #).

Sincerely,

(Managing Agent)

**Sample Cover Letter From Purchaser  
(with Guarantor or Joint Purchaser)**

**LETTERHEAD**

Date

Board of Directors  
Address

Dear Members of the Board:

I am pleased to provide the enclosed documents for your review and look forward to the possibility of becoming your neighbor. The purpose of this letter is to provide additional information I hope will be useful to you in considering our application to purchase apartment #.

I have lived in Manhattan for many years and I am especially excited about the possibility of owning my own home on the upper eastside. I have worked at (company) as (title) for the past (# years). I am very successful in my career and am proud of my achievements in business.

I am confident in my ability to satisfy my financial obligations and other responsibilities as a resident and shareholder. My (guarantor / joint purchaser), is proud to support me in this endeavor. (Guarantor / joint purchaser) is jointly purchasing the apartment and, if it should become necessary, will assist with the monthly expenses. My (guarantor / joint purchaser) is a (occupation) at (company), where he has worked for (# years).

I know that (building address) would make the perfect home for me. I truly hope to become your neighbor.

Sincerely,