

PERSONAL REFERENCE LETTER SAMPLES

These letters of reference should be typed on personal or business letterhead.

Sample #1

Board of Directors
The (Building Address) Tenants Corporation
Address
New York, NY 10000

RE: Cooperative Application of (Name)

To: The Board of Directors

I write in support of the co-op application of (Name).

I have known (Name) for over 12 years. I met (Name) through a mutual acquaintance in 1993. At the time, I was employed as a Manager at (Company Name) and (Name)'s friend was working as an intern in the same office. Consequently, I saw (Name) from time to time at various office events and functions. We quickly became close friends. Over the next few years, while I attended graduate school, I lived outside the New York City area. However, my wife (then girlfriend) remained a resident of Manhattan, and she and (Name) became close friends. Consequently, both my wife and I came to consider (Name) and I to be our closest friend.

As a result of knowing (Name) over a decade, I can assure you that she is a person of remarkable maturity and reliability. She is one of the most personally dependable and financially responsible people that I know. My wife and I have come to depend upon (Name) in countless ways. For example, (Name) is one of the few people to whom my wife and I would entrust to take care of 3-year old son. Obviously, I have a great deal of faith in (Name) and trust her without reservation.

I should also point out that (Name) would be an ideal neighbor. She is generous, thoughtful, immaculately clean and quiet. She is also an extremely interesting and intelligent person.

Based on the foregoing, it should be obvious that I believe that (Name) would be an ideal candidate for membership in your co-op and residency in your building. My only regret in writing this letter is that I have come to suspect that I have been unsuccessful in persuading (Name) to move to Park Slope. Please feel free to contact me at xxx with any further questions.

Very Truly Yours,

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

Sample #2

Board of Directors
The (Building Address) Tenants Corporation
Address
New York, NY 10000

RE: Cooperative Application of (Name)

To: The Board of Directors

The purpose of this letter is to recommend to you, without qualification, (Name 1) and (Name 2) for ownership and residence in your cooperative.

I am a partner in the above-named law firm and have owned my cooperative apartment on the Upper West Side for ten years. I have known the applicants both socially and professionally since 1995 (in the case of [Name 1] and in 1997 (in the case of [Name 2]). I have visited them in their home, hosted them in mine, and for the past five years shared a rental vacation home on Fire Island with them. They both come from fine families, have excellent careers and, in every way, exemplify the highest quality of neighbor and colleague.

Sharing a weekend home with (Name 1) and (Name 2), I believe, puts me in an unparalleled position to speak of their consideration of others, their willingness to pitch in, their quiet lifestyle and their financial prudence. Therefore, I unequivocally am able to say that you will be fortunate to have (Name 1) and (Name 2) as your neighbors and shareholders.

Please do not hesitate to contact me if I can provide further information.

Sincerely,

Sample #3

Board of Directors
The (Building Address) Tenants Corporation
Address
New York, NY 10000

RE: Cooperative Application of (Name)

Dear Members of the Board:

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

I have been asked to write a letter recommending (Name) to your cooperative board. I do so with pleasure.

I have known (Name) for almost thirty years and can confidently note his straightforward honesty and integrity. As you know, (Name) is in the entertainment business, but he has been able to balance a busy traveling schedule and a warm family life.

On a personal level, (Name) has a delightful, engaging personality. I am a cooperative shareholder on Central Park West (the Dakota) and understand the qualifications that cooperative boards such as yours are seeking. I think (Name) fulfills these qualifications and would be a superb addition to your community. I recommend him without hesitation to you.

Very truly yours,

Sample #4

Board of Directors
123 Main Street Tenants Corp
123 Main Street
New York, NY 10021

RE: Cooperative Application for [applicant name] and [applicant name]

Dear Board Members,

I am writing in strong support of [applicant's name] and [applicant's name], who are hoping to purchase a home in your cooperative at 123 Main Street. I know [applicant's name] and [applicant's name] extremely well and can recommend them to you without reservation. They are truly exceptional people and a lovely couple who would be wonderful and trustworthy residents and homeowners in your building.

I have known [applicant name] since 1999, when I joined (Company Name) in our New York office. Over the next 5 years, I worked with her in my capacity as Associate Banker and then Junior Banker. We worked both in New York and in London. Over the last decade, [applicant name] and I have become good friends and have witnessed each other's most important personal milestones, such as our weddings and promotions.

Whether in a professional or social setting both, [applicant name] and [applicant name], always conduct themselves appropriately. In the many years that I have known them, I have always found them to be of strong character and integrity. I can assure you they would be a most responsible residents of our building and respectful and caring neighbors.

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

As a banker and owner of a unit in a Fifth Avenue cooperative building for many years, I know first-hand the responsibility that Board members have when assessing potential purchasers and I am extremely comfortable in recommending [applicant's names] to your cooperative. Please do not hesitate to contact me if you have any questions. *(Assumes contact information on letterhead, if it is not, please include it).*

Sincerely yours,

Sample #5

Board of Directors
123 Main Street Tenants Corp
123 Main Street
New York, NY 10021

RE: Cooperative Application for [applicant name]

Dear Board Members:

I am writing in strong support of [applicant's name] application to purchase an apartment in your building.

I have known [applicant's name] for many years. We first met in the process of disembarkation at JFK from a particularly challenging international flight-a process during which I was certainly not looking strike up a friendship! However, I was so struck by [applicant's name] intelligence, consideration and highly engaging manner that we agreed to lunch together a few weeks later, and have continued to know each other ever since: a chance encounter, in highly unpromising circumstances, turned into a friendship of many years.

Over that time, I have come to have an even better understanding of [applicant name] many qualities-not only his exceptional intelligence, international experience and wise counsel, but also his integrity, his thoughtfulness and his consideration of others. I have also come to know and appreciate the exceptionally high regard in which both his colleagues and his clients hold him.

I have complete trust in [applicant's name] on both personal and professional matters, and have no doubt that you can similarly trust him to be an exceptionally engaging, friendly, considerate, responsible, trustworthy and valuable neighbor and member of your community.

Please feel free to contact me if you would like to discuss my comments further. I can be reached directly at [phone number].

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

Regards,

Sample #6

Board of Directors
123 Main Street Tenants Corp
123 Main Street
New York, NY 10021

RE: Cooperative Application for [applicant name]

Dear Board Members,

It is with great pleasure that I write this letter in support of [applicant's name] application to purchase an apartment at 123 Main Street.

I have known her both personally and professionally for more than thirty years, since her arrival in the United States to pursue a career first in commercial, then private, banking and later investments. We have been personal friends during the entire period, and were professional colleagues as well when she joined [company name], where I was head of Private Banking's International Investment Department in New York.

She is from good family, and is of high moral character, intelligent, pleasant, and extremely considerate of others. She is also very family oriented, and a devoted mother who did an exceptional job at raising her daughter, [daughters name], a graduate of both [school name] and [university name].

As a native Manhattanite and long-time neighborhood resident, I believe that her background, professional credentials and personal traits make her a highly desirable owner and resident. Accordingly, I recommend her to you without qualification. And I respectfully request the Board's favorable consideration of her application to purchase. Please do not hesitate to contact me with any questions at xxxxx.

Sincerely,

Sample #7

Board of Directors
123 Main Street Tenants Corp
123 Main Street
New York, NY 20021

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

Application to Purchase for [applicant name]

Dear Board Members:

I am writing in support of the purchase of an apartment in 123 Main Street by [applicant's name]

I have had the pleasure of knowing [applicant's name] both personally and professionally for over 25 years. [applicant's name] has been an industry-leading private client attorney working with some of the world's wealthiest and prominent families. I can attest that [applicant's name] has exhibited the highest technical and ethical conduct over his entire career.

Perhaps more importantly [applicant's name] has been a good personal friend who is intelligent, thoughtful, and gregarious. I have had lunch and dinner with [applicant's name] on many occasions and he is always fun, courteous, and interesting.

As a cooperative owner at [company address] for over 15 years, I understand the type of owners that you are seeking, and I can wholeheartedly endorse [applicant name] as a fellow owner and neighbor.

Please call me if you have any questions at xxx.

Sincerely Yours,

Sample #8

Board of Directors
xx West xx Street
New York, NY 10011

Re: Cooperative Application for [Applicant Name]

Dear Board Members,

I am writing in strong support of [Name], who is hoping to purchase a home in your Cooperative at xx West xx Street. I know [Name] extremely well, and can recommend her to you without reservation – she is truly an exceptional person and would be a wonderful and trustworthy homeowner. Indeed, I have every confidence that she would become a treasured resident of your community.

DONNA STOCKMAN

KNOWLEDGE · PROFESSIONALISM · INTEGRITY

[Name] is a loyal and generous friend. She lives each day to the fullest, has an optimistic attitude and a wonderful sense of humor. I first met [Name] almost 20 years ago when we both moved out of the city to raise our children. She was a breath of fresh air. She is open and honest, one of those rare people who has, and lives by, a strong moral compass that guides her actions and interactions. I have long admired, and attempted to emulate, the way she has raised her two wonderful sons, instilling in them her core values of integrity, honesty and ethical behavior.

[Name] has always had a strong work ethic, and continually searches for ways in which to improve herself. Whatever she undertakes, she does wholeheartedly, whether heading up a development campaign, obtaining a master's degree or starting an entrepreneurial venture. She has become a successful business woman, creating a company dedicated to [type of business], and she has steadfastly pursued her vision and accomplished amazing feats through sheer perseverance and focus over the past four years. She is a person of vision, determination and rare courage.

She is magnetic and charismatic, and over the years I have observed that people she meets are drawn to her. She tends to bring out the best in people simply by living life by her own standards, and by respecting and accepting those she meets. She often says that we can't pick and chose which traits we like in others but rather we have to accept people as a whole package. She is well respected, and frankly admired, by those with whom she interacts, whether it is family, friends or work colleagues.

I am aware of the responsibility that Board members have when assessing potential purchasers, and I am extremely comfortable in enthusiastically endorsing [Name]. Any building would be privileged to have her as a contributing member of their community and as a reliable, trustworthy and grounded neighbor. Please do not hesitate to contact me for further information or clarification.

Sincerely yours,

Sample #9

Board of Directors
123 Main Street
New York, NY

RE: Cooperative application for [applicant's name]

Dear Board Members,

I am writing in strong support of [applicant's name] who are hoping to purchase a home in your cooperative at 123 Main Street. I know both [applicant's name] extremely well and

Donna Stockman • Sotheby's International Realty New York City • www.donnastockman.com

DONNA STOCKMAN

KNOWLEDGE • PROFESSIONALISM • INTEGRITY

can recommend them to you without reservation. They are truly exceptional people and a lovely couple who would be a wonderful and trustworthy residents and homeowners in your building.

I have known [applicant's name] since 2006 when [applicant's name] worked with me, at [company name]. Though [applicant's name] I have come to know [applicant's name]. [applicant's name] have become close friends of me and my wife and we frequently visit them at their home in [town name]. Whether in a professional or social setting, [applicant's name] always conducts himself as a gentleman. In the many years that I have known him, I have always found him to be of the strongest character and integrity and truly a man of his word. He is friendly and calm and never arrogant or abrasive. I can assure you he would be a most responsible resident of your building and a respectful and caring neighbor.

As a long-term home owner I understand the responsibility that Board members have when assessing potential purchasers and I am extremely comfortable in recommending [applicant's name] for your cooperative. Please feel free to contact me at (contact info) with any further questions.

Sincerely yours,