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,