



SAMPLE PERSONAL REFERENCE LETTER

123 Main Street Owners Corp.
123 Main Street, Apt 12A
New York, NY 10025

May 22, 20____

Dear Directors of the Board,

It is with great pleasure I write to you in favor of _____ application to purchase an apartment in your building.

I have known _____ for approximately ____ years primarily as close friends even though we had met originally through a professional association. I cannot be emphatic enough when I say that _____ has always demonstrated the utmost respect, integrity and kindness in any of her dealings. She is an extremely successful business women who has never shown anything but proper consideration for others ,which is evidenced by the high regard her friends and professional peers hold for her.

In my considerable time spent with _____ ,I can assure you that she would be and is a wonderful neighbor as she is a delight as an individual and always thoughtful of those around her.

As a longtime Co-op owner myself, I have an excellent understanding of what is involved with residential apartment living. I am positive that _____ would be a worthy addition to the roster of home owners in your building.

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

Very truly yours,

Please add name, position/title and company your friend works for, sign and put on business or personal stationary.