



CO-OP BOARD REFERENCE LETTER TIPS & SAMPLES

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- Ideally, you want to ask three professional contacts, three personal contacts, your landlord or property manager, and your employer for letters. Then you'll have a good number to choose from when it comes time to submit the application.
- Each letter should mention the length of time the writer has known you, how they met you, and what they think of you, with a focus on personal details that illustrate your suitability as a neighbor.
- Along with the content, the board will consider the source of the recommendation: your boss enthusing about your friendly nature and willingness to pitch in carries a lot more weight than your doorman (read: the guy who's counting on your holiday tip) gushing about, well, almost anything. Bonus points for getting a letter from someone who lives in the building or serves on a board in a similar building.
- While there's no rule on length, you want the letters to be substantial enough that they look like the writer put in an effort, but probably no more than 1.5 pages.
- Make sure they're typed and free of grammar and spelling errors.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

December 2, 2013

Dear Members of the Board:

It is my pleasure to write in support of [REDACTED] and [REDACTED] to purchase a cooperative apartment in your building. I have known both of them for over 15 years. They are among my closest friends. We share many friends and acquaintances in common. They are accomplished professionally, mature, and responsible. They enjoy the respect and good friendship of their friends.

I originally met [REDACTED] through a mutual friend in 1995. We later became colleagues at a hedge fund in [REDACTED] for 3 years. I was impressed by her dedication and integrity. We maintained good friendship and eventually we both ended up in New York City from 2002. Our families meet often and travel together.

[REDACTED] is warm, considerate and well liked by her friends. [REDACTED] and I both enjoy traveling, great food and wines. She is one of the best cooks I know and my go-to person for restaurant recommendations. She and her family were great hosts and they treat me like family. She is a great event organizer and paid close attention to details. Guests are always impressed with her hospitality and the thoughts she put into her wedding and kids' birthday parties.

[REDACTED] and I are ski buddies and enjoyed many skip trips together. [REDACTED] took the lead to organize the trips. [REDACTED] is well organized and the trips went smoothly without a hitch. [REDACTED] has always been very thoughtful and always makes sure that we return the ski condos in great conditions when we leave. His manner on the slope also demonstrates his maturity, responsibility and respect for others.

In short, [REDACTED] and [REDACTED] come with my unreserved recommendation. They are wonderful people with great charm and I would be delighted to have them not only as friends but also as neighbors. Please don't hesitate to contact me at [REDACTED] if you need further information about [REDACTED] and [REDACTED].

Sincerely yours,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

May 9th, 2013

Dear Members of the Board,

I am writing in support of [REDACTED]'s application to purchase an apartment in your building. I have known [REDACTED] for the past ten years—as a roommate, classmate and friend—and have always been impressed by her values, work ethic and loyalty. I have no doubt that she will be an asset to your community.

[REDACTED] was one of the first people I met as a freshman at [REDACTED]. From day 1, I found her to be very approachable, helpful and kind. Over the years she has become one of my closest friends and confidants, and is someone I can easily seek out for impartial advice, on any matter. [REDACTED] is very thoughtful and judicious, and is frequently the one to plan a trip or activity amongst our group of friends.

As my suitemate in college, she was a pleasure to live with: organized, tidy, and considerate of my needs. She was very responsible and readily took on chores. [REDACTED] has an innate sense of hospitality and the ability to make any size space feel welcoming and comfortable. In recent years, cooking has become one of her many hobbies; I always look forward to her elegant and sophisticated dinners.

[REDACTED] is also very hard working, which is clearly reflected in her dedication to her career. She approaches her job with the same determination and willpower as she did her schoolwork and extracurricular activities at [REDACTED]. In college, she was a nationally recognized [REDACTED] balancing competitions and daily practices with challenging classes and internships. Her motivation and positive attitude will definitely become an asset to your community.

I fully recommend [REDACTED] as a member of your building and am sure she will be an involved and enthusiastic neighbor. If I can be of further help please feel free to call me at [REDACTED].

Thank you,
[REDACTED]
[REDACTED]

Board of Directors

[REDACTED]

[REDACTED]

New York, NY 10010

Re: Cooperative Application of [REDACTED]

Dear Board Members:

I am writing in support of [REDACTED] application to rent an apartment in your building.

I have known [REDACTED] since Jan 2012, when I hired him to develop and implement marketing solutions for my company [REDACTED]. It was quickly apparent that [REDACTED] is a smart, thoughtful and a successful communicator who had the respect of both colleagues and senior management of my company.

Over the years, our work relationship has grown into a close friendship. [REDACTED] possesses great integrity, compassion and responsibility. I know that I can trust [REDACTED] with any issue, personal or professional.

I have no doubt that [REDACTED] will be a friendly and considerate neighbor and quickly become an invaluable 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 [REDACTED]

Regards,

[REDACTED]

CEO and Founder at [REDACTED]

[REDACTED]

[REDACTED]

25 June 2014

Board of Directors

[REDACTED]

New York, NY 10022

Dear President and Members of the Board,

It is with great pleasure that I am able to provide this letter of recommendation for [REDACTED] and [REDACTED]. I have known the [REDACTED] for over fifteen years, and I am honored to be their friend.

The [REDACTED] are honest, responsible and trustworthy. They are loyal friends, and I know I can count on them. My children have grown up with theirs, and we have spent lots of time together over the years enjoying family outings and social events. We live in the same community, and they have always been exceptional neighbors. I know they will be valuable members of your cooperative.

Please contact me directly at [REDACTED] if you need any additional information.

Sincerely,

[REDACTED]

June 19, 2014

To Whom it May Concern

RE: [REDACTED] Professional Reference

Dear Sir or Mam'e,

I have known and worked with [REDACTED] for well over 20 years. In my experience, he has always maintained a positive attitude, a perspective of what works best for both the client and [REDACTED] and a level of professionalism that inspires those around him to produce their best work. His energy level and friendly demeanor is well received by clients, co-workers, venders and employees alike. I don't think you can find a better candidate for any position that requires excellent interpersonal skills and will be only to happy to discuss my experience with him in greater detail if desired.

Sincerely Yours,

[REDACTED]

[REDACTED]

[REDACTED]

Vice President

[REDACTED]

May 14, 2013

Dear Members of the Co-op Board:

I am writing to recommend [REDACTED] to your co-op at [REDACTED]. [REDACTED] has been my colleague at [REDACTED] and [REDACTED] for nearly 6 years, and she has made tremendous strides in that time, helping to develop and produce countless news programs.

[REDACTED] is an extremely hard worker and dedicated to producing the best show possible each and every day. She always brings a positive and upbeat outlook to a high-stress control room environment, taking on any and all challenges thrown her way during the course of live broadcasts.

[REDACTED]s hard work and dedication have earned her the respect of both colleagues and managers, as well as multiple promotions, most recently to the top-rated show on the network. I have since moved on to direct a different show, but our friendship outside of the office has only grown stronger.

[REDACTED] is intelligent, diligent and passionate about her work. She is a tireless employee who takes on all challenges and is always willing to help out on any project. As a co-op owner myself, I know [REDACTED] would bring the same qualities to your building and I strongly endorse her application to your co-op.

Best regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

December 3, 2013

Dear Members of the Board:

It is my pleasure to recommend [REDACTED] and [REDACTED] to your cooperative. I have known [REDACTED] since 2009 when we became colleagues at [REDACTED]. We have worked and executed on multiple transactions together. [REDACTED] is an outstanding professional and has built a reputation to be capable, trustworthy and works well with various different people.

Our working relationship has grown into friendship among our families. We have experienced similar milestones in life around the same time: getting married, having children and ultimately purchasing our family home. We've got to know the couple better as we run into each other in playgrounds, meet up for brunch and take our children to kids' events. [REDACTED] and [REDACTED] are devoted parents. They are warm, thoughtful and considerate. They have offered a lot of advice with regards to parenting and activities to do with our son. [REDACTED] also helped us to find a loving and trusting nanny.

I believe what defines a person is how he or she manages uncertainties and adversities. When [REDACTED] had some complications in her second pregnancy, she maintained a high degree of professionalism and productivity at work. I was even more impressed with the support and positive attitude that [REDACTED] and [REDACTED] share. I am so glad that everything worked out for [REDACTED] their second child.

We were both looking for apartments earlier this year and have concluded that we want to raise our families on the [REDACTED]. As a co-op owner in the neighborhood, I totally understand the importance of great neighbors. I believe [REDACTED] and [REDACTED] would make great addition to your cooperative and our community. They are kind, responsible, and considerate of others. We look forward to welcoming [REDACTED] and [REDACTED] to our neighborhood. Should you need more information about [REDACTED] and [REDACTED] please contact me at [REDACTED].

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

June 19, 2014

Mr. [REDACTED]
[REDACTED]
[REDACTED]

Re: Professional Reference

To whom it may concern;

I have personally worked with Mr. [REDACTED] in overseeing [REDACTED] for nearly 20 years. During that period of time Mr. [REDACTED] exhibited the highest values in business and more importantly as a human being. His ethics and leadership in creating the culture of the company is a continued driver in the success of the Company.

Additionally, his wife and daughters are delightful and they are a warm and caring Family that I'm happy to call friends. Please do not hesitate to contact me if you require any further information

Best Regards,

[REDACTED]
[REDACTED]
[REDACTED]

Chief Operating Officer

June 23rd, 2014

Board of Directors

[REDACTED]
[REDACTED]
New York, NY 10022

Dear Members of the Board,

It is always a pleasure to have [REDACTED] around. Her positive attitude and kindness is much appreciated in the personal training center. She is very dedicated to her work and completes tasks thoroughly and on time. She is well received by both the staff and the training center clientele.

Along with [REDACTED] her husband and their daughters are loyal members at our center. They too are friendly and supportive. It is an honor to know them.

I am delighted to recommend [REDACTED]. Please do not hesitate to contact me if any further information is needed.

Best regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

June 23rd, 2014

Board of Directors

[REDACTED]

New York, NY 10022

Dear Members of the Board,

In the time I have worked with [REDACTED] she has displayed excellent character in the work place. She is a hard worker with a positive attitude. [REDACTED] is always willing to volunteer when extra help is needed and her friendliness is appreciated by our clients and employees. Her husband and daughters are also loyal friends of mine and have always been kind and supportive.

Please feel free to contact me at any time if further information is needed. I would be happy to answer any questions that you might have.

Sincerely,

[REDACTED]

Operations Manager

[REDACTED]

June 20, 2014

Board of Directors
[REDACTED]
[REDACTED]

New York, NY 10022

Dear President and Members of the Board,

It is with great pleasure that I submit this personal reference letter for the [REDACTED] family.

We have known [REDACTED] for over 30 years on both a personal and professional level. We first met [REDACTED] when he was a student in my husband's class at [REDACTED]. We were so impressed with his intelligence, hard work, and strong moral fiber that we hired him to work for our company. [REDACTED] became a successful businessman and is well respected in our industry. He also became a close personal friend.

We met [REDACTED] shortly after we met [REDACTED]. She is a kind and dependable friend, and a genuinely happy person. She and [REDACTED] make a wonderful couple. They are kind, honest, loving and connected to their community.

[REDACTED] are also wonderful parents who are very involved with their girls. [REDACTED] who I have known since birth, have grown into smart, competent young women. They are good students and are both respectful and responsible. They are always kind to others, and we are very proud of all of their accomplishments.

You could not find a better family to join your community and we are happy to give them our wholehearted endorsement.

Thank you,

[REDACTED]
[REDACTED]

June 20, 2014

Board of Directors

[REDACTED]

[REDACTED]

New York, NY 10022

Dear President and Members of the Board,

I am writing this reference on behalf of [REDACTED]. I have known the family for several years, and I consider them to be dear friends. They are engaging, caring, and grounded people who always look out for the welfare of others.

[REDACTED] is well respected in the golf club to which we both belong. He is known for being extremely congenial and full of integrity. I know his popularity to be well-deserved, and I can always count on him when I find myself in need of a reliable friend or a savvy advisor.

[REDACTED] are similarly dependable and well-liked. As a family, they are very involved in our community in California. I know [REDACTED] will be kind and considerate neighbors as they begin their studies at [REDACTED] in New York. I am confident that the entire [REDACTED] family will be an asset to your building.

Sincerely,

[REDACTED]

1 August 2013

To Whom It May Concern:

I have known [REDACTED] since the first day she started working as an analyst on my team and it has been a pleasure to watch her grow personally and professionally over the last 4 years. I have also gotten to know [REDACTED] quite well over the years and have found him to be a great guy who is extremely reliable and responsible. The two are a very mature couple – both are very driven professionally and have formed a strong foundation in New York.

[REDACTED] is one of the most personally dependable and financially responsible people that I know. I have a great deal of faith in her and trust her without reservation. I should also point out that [REDACTED] 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 [REDACTED] would be an ideal candidate for residency in your building. If you have any further questions, I can be reached at the number below.

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

Goldman
Sachs

19 June 2014

Board of Directors
[REDACTED]
[REDACTED]

New York, NY 10022

Dear Members of the Board,

It is without hesitation that I give a letter of reference to [REDACTED]. I have had the pleasure of teaching [REDACTED] for many years in various dance classes, and I have maintained a friendship with her that has lasted well beyond my time with her in the classroom.

[REDACTED] is an organized and dependable woman. She is an excellent student with a very supportive family. I know she will be successful as she completes her studies at [REDACTED] and I am certain that she will be an exemplary neighbor.

Please contact me with any questions you might have.

Yours very truly,

[REDACTED]
[REDACTED]

1 August 2013

To Whom It May Concern:

I have known [REDACTED] since the first day she started working as an analyst on my team and it has been a pleasure to watch her grow personally and professionally over the last 4 years. I have also gotten to know [REDACTED] quite well over the years and have found him to be a great guy who is extremely reliable and responsible. The two are a very mature couple – both are very driven professionally and have formed a strong foundation in New York.

[REDACTED] is one of the most personally dependable and financially responsible people that I know. I have a great deal of faith in her and trust her without reservation. I should also point out that [REDACTED] 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 [REDACTED] would be an ideal candidate for residency in your building. If you have any further questions, I can be reached at the number below.

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Goldman
Sachs