Personal Co-op Reference Letter Example

Board of Directors

The Conrad

100 Greenwich Village Street

New York, NY 10013

Dear Member of the Board,

It is with great pleasure that I write this letter on behalf of Susie Smart who would like to purchase a cooperative apartment in your building.

I have known Susie for over 15 years and I feel fortunate to consider her a good friend. Susie is reliable, trustworthy and mature and is known for her warmth of character and generosity of spirit. She is fiscally responsible and would never take on commitments that she could not keep. She is always eager to help out her friends whenever they need advice or assistance and I have relied upon her friendship often over these many years.

Susie has put down deep roots in the Greenwich Village community, where she has lived since 2003 - first as a student at NYU where we initially met and continuing on for over a decade since graduation. She is a dedicated and involved resident, and participates in local volunteer programs at Washington Square Park.

In all of my years as a New Yorker and as a co-op owner myself, I have seen residents who are good neighbors and those who are not. It is my humble opinion that Susie would be a superb addition to your building and considerate neighbor.

Please feel free to contact me if you have additional questions.

Sincerely,

Michael Davers

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