

## BUSINESS REFERENCE LETTER SAMPLES

These letters of reference should be typed on business letterhead

### *Sample #1*

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

RE: Cooperative Application of (Name)

To Whom It May Concern:

I am the Director of Human Resources at the Manhattan branch for (company name) where (Name) is a Senior Associate in our Litigation Department. I have known (Name) since she came to the company in 1999. She is a highly regarded attorney and an invaluable presence at (Company Name). (Name) is the consummate professional – extremely competent, highly ethical, and very knowledgeable, especially in employment law, which is her area of expertise. She deals effectively with people at all levels of our company and is respected as an authority in matters she is charged with overseeing. (Name) is a person of high moral character.

(Name) will be a contributor wherever she is – at work, at home, in her neighborhood, in the larger community, I am proud to call her my friend and colleague; I recommend her to you without reservation. Please feel free to contact me with any further questions.

Sincerely,

### *Sample #2*

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

RE: Cooperative Application of (Name)

Ladies and Gentlemen:

I am writing this letter to support the admission of (Name 1) and his wife, (Name 2), as shareholders and residents of your cooperative building. I am a Partner in (firm name) and

Chairman of the Firm's Special Project Finance Group; the practice group in which (Name 1) works.

(Name 1) has been working closely with me on a variety of legal matters for more than five years. (Name 1) has responsibility for multi-million dollar transactions on a regular basis. (Name 1) has a high reputation among his colleagues as well as with clients as a responsible, reliable and ethical professional.

In addition to our working relationship, I have enjoyed the company of (Name 1) and (Name 2) on social occasions.

Based upon the foregoing, I recommend, without hesitation, (Name 1) and (Name 2) as shareholders in your cooperative and believe they will be welcome additions to your community.

If you have any further questions concerning my recommendations, please do not hesitate to contact me.

Very truly yours,

*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:

It has been my pleasure to serve as Investment Advisor for the securities accounts of (Name 1) and (Name 2) since (Name 1) joined (company name) in June last year. They have both been professional, courteous, and timely in their financial transactions with (Company Name).

On a personal note, I have worked directly with (Name 1) as a colleague in his efforts to make a number of key improvements to (company name) as a firm. I find that he consistently displays high integrity and character, is very professional in his dealings with others, and is an outstanding person to work with in every regard. I recommend him highly to your cooperative.

Sincerely,

## *Sample #4*

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

RE: Cooperative Application of (Name)

Dear Sir or Madame:

I am writing concerning (Name) and her request to purchase a cooperative apartment in (Insert Building Address and/or Name).

I have known (Name) and have been her accountant for fifteen years. She is a responsible, caring and personable woman, who would make an ideal neighbor.

She consistently bettered her salary from year to year and has never approached a position of over extending herself financially.

If I can be of any assistance, please do not hesitate to call.

Sincerely,

## *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,

It is with great pleasure that I write this letter in support of [board applicants name] and his/her family in pursuit of securing a home in your building. It is without any hesitation that I recommend this fine family to join your building, as I am certain they will be very conscientious, trustworthy and friendly neighbors. I welcome their move to the United States and to my amazing city.

I have known [board applicants name] for more than 16 years. Our business relationship began while both [board applicants name] and I were in London. At the time, [board applicants name]

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was an attorney with a top law firm [law firm name] and I am the owner of [company name]. [Board applicants name] and I first met when [board applicants name] firm, [Law firm] was seeking assistance with matters relating to tax and trust issues. We have worked on various projects over the years and it has always been a pleasure to work with [board applicants name] as he was and remains highly motivated and driven.

In this ever-changing world, I am thrilled that this change is bringing someone I admire back to the United States. I look forward to continuing my business relationship and more importantly, my friendship, with someone who has always impressed me with his stellar character. I hope you too, will have the opportunity to forge a relationship, as well as being a highly successful businessman, he is filled with wit. If you have any questions, please do not hesitate to call me at xxx or email me at xxx.

Sincerely yours,

*Sample #6*

Board of Directors  
123 Main Street  
New York, NY 10000

RE: Cooperative Application for [applicant name]

Dear Board Members,

I am writing in strong support of [applicant's names] who are hoping to purchase a home in your cooperative at 123 Main Street. I know the [applicant's name] family 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's name] since 2003 when I hired him to join our Firm, [firm name] in our [name] office. He has worked directly for me for the past 9 years in my capacity as a Founding Partner of our Firm and head of our European investment activities. [applicant's name] is a very capable and accomplished professional and has built a successful career for himself working with top firms in the private equity and investment-banking field. He is comfortable conducting business on an international level and has had the benefit of years of work experience which now offer him and his family the exciting opportunity to work and live in either the US or Europe. Originally educated in France, [applicant's name] is completely bilingual and has a real talent and ability to adapt and thrive in different cultural settings. Following recent years of living in Europe, he is so excited about now moving back to New York and to the prospect of raising and educating his children here in the city.

Whether in a professional or social setting, [applicant's name] always conducts himself as a gentleman. In the many years that I have worked with him, I have always found him to be of the strongest character and integrity and truly a man of his work. He is calm and thoughtful and never arrogant or abrasive. Colleagues enjoy working with him and his performance appraisals and reviews have always been excellent. I can assure you he would be a most responsible resident of your building and a respectful and caring neighbor.

In his position as an investment principal of our firm, I can confirm for you that [applicant's name] has earned in excess of \$\$ per year for the past several years. I am confident that his financial profile will provide you the comfort that you are seeking for prospective purchasers in your building.

I have also come to know [applicant's name] wife [name] who is a particularly bright and accomplished professional. A graduate of [university name], [name] has had a very successful career at [company name] and then [company name]. Like [applicant's name] she has also benefited from remarkable work experiences in international business that has allowed her to live abroad and travel extensively. [Name] is particularly at ease across cultures and speaks four languages. She is a very outgoing and wonderful woman and an amazing mother of two beautiful young girls.

As a board member of a cooperative building for many years, I know firsthand the responsibility that board members have when assessing potential purchasers and I am extremely comfortable in recommending [applicant's name] to your cooperative. Please do not hesitate to contact me with any questions.

Sincerely yours,

*Sample #7*

Board of Directors  
Name of Owner Corp  
Address of Building  
City, State and Zip

RE: Application to Purchase for [applicant name]

Dear Ladies and Gentlemen,

I am writing this letter of support for [applicant's name] and his family in connection with their proposed purchase of an interest in your building. I have known [applicant's name] for over 10 years. We met while we were both working in Europe—[applicant's name] in Paris and me in London. The origin of our friendship was my role as a legal advisor,

working for [company name] where [applicant's name] was a member of the investment team.

[applicant's name] and I worked together extensively during the following decade in a number of different countries and investment situations. Throughout, [applicant name] was, in an addition to being a very successful investor and thoughtful professional, always extremely courteous, kind and considerate. It was always a pleasure to work with [applicant's name] and his colleagues because it very quickly became the case that they felt and acted more like friends than professional acquaintances.

Given how the business world has evolved [applicant's name] and I now both find ourselves returning to New York. I am thrilled that this is the case as it will allow me to continue my friendship with someone who has always impressed me as a good tempered, thoughtful and extremely decent man. I certainly hope you will have the chance to get to know him as well, in addition to being a very interesting and successful man; he is a real pleasure to spend time with.

Best Regards,

*Sample #8*

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 is hoping to purchase an interest in your cooperative at 123 main street. I first met [applicant's name] when she joined [company name] where I am a director and senior counsel. I have come to know [applicant's name] as a capable and accomplished tax professional who has built a successful career at both [company names] where she was a senior tax manager.

[applicant's name] is comfortable doing business on an international level. Originally educated in the {Country}, [applicant's name] is bilingual and has a real talent and ability to adapt and thrive in different cultural settings. As a direct peer/colleague, I enjoy working with her every day and I have observed that she is a great coach for our managers.

Whether in a professional or social setting, [applicant's name] is always calm and friendly. Co-Workers enjoy working for her. I have also noticed that she is a financially responsible

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person. I can therefore assure you that she would be a most responsible resident of your building and a respectful and caring neighbor.

As a board member and treasurer of my cooperative, 123 main street, 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.  
Sincerely,