

EXAMPLE OF HOW TO IMPROVE A REFERENCE LETTER

Following is an example of a first draft of a reference letter, along with the final draft. Use opportunities to provide examples that highlight positive defining characteristics and accomplishments and always provide contact information. Letters should be addressed to the board of the building at the building address, but given to the broker for inclusion in the board package. The broker will provide the correct address and will work with you on the draft.

First Draft:

To the Board of Directors:

It is with great pleasure that I write this letter in support of XXX's application to purchase an apartment at XXX Street.

I have known XXX from the day he was born. His grandfather, XXX, was my mentor as a financial advisor. His immediate family I've known both personally and professionally for more than 30 years. I've followed XXX's progress as an outstanding student at both XXX and at XXX University and am so proud of the confident young man he has become. He is industrious and is already successful in his career path.

I have no doubt that his background, education, professional credentials and personal traits make him a highly desirable owner and resident. I recommend XXX without reservation and respectfully request the board's favorable consideration of his application to purchase.

Sincerely,

Final Version:

To the Board of Directors:

It is with great pleasure that I write this letter in support of XXX's application to purchase an apartment at XXX Street.

I have known XXX from the day he was born. His grandfather, XXX, was my mentor as a financial advisor. His immediate family I've known both personally and professionally for more than 30 years. As XXX has grown and become independent, we have developed our own relationship separate from his family. I have become his advisor and mentor regarding investments and financial matters. I am pleased to report that he inherited his grandfather's intuitive sense of financial responsibility and planning, and is an astute investor and quick study.

He was raised in a family that has done an exemplary job of instilling strong values and modeling characteristics of integrity, compassion and responsibility. I have been impressed with XXX's maturity and ability to interact with adults from a young age. I've followed his progress as an outstanding student at both XXX, where he graduated with highest academic honors, and at XXX University, where he graduated summa cum laude and Phi Beta Kappa, and am so proud of the confident young man he has become. He is industrious and already successful in his career path, having had multiple promotions over the past few years. I feel his success is attributable not only to his intellect and work ethic, but also to who he is as a person. He is considerate and thoughtful, and a team player who is able to motivate and lead.

I am aware that a cooperative board has a fiduciary duty to its shareholders to screen members. I have no doubt that his background, education, professional credentials and personal traits make him a highly desirable owner and resident. I recommend XXX without reservation and respectfully request the board's favorable consideration of his application to purchase.

Please feel free to contact me at xxx if you have further questions.

Sincerely,