

Personal Reference Letter Writer Name  
Personal Reference Letter Writer address

June 1, 2014

Board of Directors  
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Dear Members of the Board:

It is with great pleasure and without hesitation that I write this reference letter on behalf of my good friends, buyers name and buyers name.

Let me begin with sharing with you how I know them. buyers names and I were classmates at Uptown University and then went on to attend law school together. We met during the first week of college, and established an immediate rapport, which has, since, developed into a dear friendship. John is an intelligent man with a strong moral center and compassionate character – all of the qualities one would want in a fellow tenant and neighbor.

After law school, I was lucky enough to witness the meeting and courtship of buyers names. Charming and smart with a contagious smile, Jane was an instant favorite amongst buyers names friends. They immediately became the couple that everyone envied – their compassion, commitment and love for one another is second to none.

Professionally, I have watched both buyers names excel in their respective professions. Jane's analysis of the market is sought after by the many clients at Gotham Financial, and John was among the youngest associates to be named partner at Jacobs Alexander Thomas & Evans.

They are both active in the community. Jane is an active member of The Good-Hearted Charity where she recently executed the most successful fundraising event in the organization's history. John serves as legal advocate for The Landmark Association, an organization that represents the community on a national level.

In summary, I am please to give them my unequivocal endorsement, and I sincerely hope that you will grant them your approval. They would be an asset to your building. If I can be of any further assistance, please do not hesitate to contact me at 212-555-5555.

Sincerely,

Personal Reference Letter Writer Name