

Business reference letter for a co-op board

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Co-op Board of Maplewood Residences

100 Maplewood Avenue

New York, NY 10028

Subject: Reference for Mr. John Anderson

Dear Members of the Co-op Board,

I am writing to provide a strong reference for Mr. John Anderson, who is applying for residency at Maplewood Residences. I have known John both personally and professionally for over eight years and can confidently vouch for his reliability, financial responsibility, and community-oriented nature.

John is an attorney at Anderson & Smith LLP, where he has consistently demonstrated strong ethical values, professionalism, and a commitment to serving his clients and colleagues. His attention to detail and problem-solving skills have made him a respected member of the legal community. Additionally, I have firsthand knowledge of his sound financial management, as he has successfully run his own law practice for several years, consistently managing his finances with diligence and integrity.

In his personal life, John is equally responsible and considerate. He is a quiet, respectful neighbor who values maintaining a peaceful living environment. His involvement in local

community initiatives, such as organizing charity drives and volunteering at neighborhood events, demonstrates his dedication to being an active and positive member of the community.

I believe John would be a valuable addition to your cooperative and would fit in well with the culture of Maplewood Residences. If you require any further information, please do not hesitate to contact me at (555) 234-5678 or karen.mitchell@mitchelllaw.com.

Sincerely,

Karen Mitchell

Managing Partner

Mitchell & Co. Law Firm