

Personal Reference Letter

LETTERHEAD

Board of Directors
Address

Dear Members of the Board:

I am delighted to write this letter of recommendation on behalf of (purchaser). It is hard to believe that I have known (purchaser) for (# of years), since we began our legal education at the University of (purchaser). From the outset, (purchaser) was a great source of support. She was a dedicated student, took a demanding course load, and has always impressed everyone around her with her accomplishments.

Our friendship has deepened through the years. She is a warm, thoughtful, dependable person, the type who always remembers birthdays no matter how hectic her own life is at the time. While her career has been extraordinarily successful, she has managed to maintain a sense of balance in her life through travel and family relations.

As a homeowner myself, I am aware of the importance of living near people who care deeply about their surroundings and are considerate and cooperative. (Purchaser) had all these qualities and would be a wonderful neighbor, friend and asset to your building.

If I can provide any additional information, please do not hesitate to contact me at (phone #).

Sincerely,