



# Sample Personal Letters

Joe Smith  
100 Jane Street, suite 3  
New York, NY 10014

October 24, 2014

Board of Directors  
123 Desire Lane, unit 4  
New York, NY 10014

Re: 123 Desire Lane, unit 4

Dear Members of the Board:

Thank you so much for considering my application for the purchase of unit 4. While I have been a New Yorker for some time now, it has always been my dream to live in the West Village of Manhattan. I just love the mix of history, culture and charm that the neighborhood exudes. This process represents the end of a long and exhaustive search, to find just the perfect home. And I truly believe I have found it at 123 Desire Lane.

To give you some brief background on myself, I was born and raised in southern New Jersey and attended Pace University for undergrad. Soon after, I began my career in technology and spent a number of years with MIT Consulting. Currently, I am a senior manager at Witherton Consulting, where I have been for the last 10 years. In my free time, I enjoy running and traveling.

Thank you once again for your time and consideration in reviewing my application. It is my hope to be able to join your community and to be an active engaged neighbor. I look forward to the opportunity to meet and share more with you in person.

Most sincerely,

Joe Smith