(**Instruction for using this template**: the purpose of this template is to give the applicants a suggestion of what information should be included in the reference letters. It is not required to submit the letter in this format. If you do use it, please feel free to expand beyond the basic content of the letter.)

[Month Date, Year]

To whom it may concern,

[The instructor’s name] has been teaching Tai Chi [or Qigong] at [the name of the client] since [the year].

[or]

[The instructor’s name] taught Tai Chi [or Qigong] at [the name of the client] from [the year] to [the year].

The Tai Chi [or Qigong] class runs [or ran] [x] time(s) of a week and [y] weeks of a year. Each class lasts [m] minutes.

[or]

[The instructor’s name] has taught [x] of hours in total at [the name of the client].

[The instructor’s name] has been a [ ] instructor. He [or she] [insert comments about the instructor’s teaching performance, students’ feedback, etc.].

[The name of the letter writer]

[The title of the letter writer]

[The name of the client]

[Email address]

[phone number] (optional)