(**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,

I have known [the instructor’s name] since [the year]. [Describe the letter writer’s relationship with the instructor, in the context of practicing or teaching Tai Chi or Qigong].

During [the period when the letter writer knows the instructor], [the instructor’s name] has taught Tai Chi [or Qigong] class for [x] time(s) of a week and [y] weeks of a year. Each class lasts [m] minutes.

[or]

During [the period when the letter writer knows the instructor], [the instructor’s name] has taught [x] of hours in total at [a certain place or program].

[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]

[Email address]

[phone number] (optional)