(**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’ve been studying Tai Chi [or Qigong] with [the instructor’s name] since [the year].

[or]

I have studied Tai Chi [and/or Qigong] with [the instructor’s name] from [the year] to [the year].

I take [or took] the class [x] time(s) of a week and [y] weeks of a year. Each class lasts [m] minutes.

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

I support [the instructor’s name] in his [or her] pursuit of the Tai Chi Instructor certification by American Tai Chi and Qigong Association.

[The name of the student]

[Email address]

[phone number] (optional)