

Request for Language Instructor Qualifications

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[School/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request the qualifications and backgrounds of language instructors employed at [School/Organization Name]. As a [reason for your interest, e.g., prospective student, parent, etc.], I believe it is important to know the credentials of the instructors who will be teaching the language programs.

Specifically, I would appreciate information regarding their educational background, relevant certifications, and any teaching experience they possess. This information will assist me in understanding the quality of instruction available.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]