

# Dance Instructor Credential Verification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

We are writing to verify the credentials of [Dance Instructor's Name], who has applied for the position of Dance Instructor at [Recipient's Organization]. Below are the details of their qualifications:

- **Degree:** [Insert Degree]
- **Institution:** [Insert Institution Name]
- **Certification:** [Insert Certification Details]
- **Years of Experience:** [Insert Years]
- **Specialization:** [Insert Specialization]

We can confirm that [Dance Instructor's Name] possesses the necessary credentials and experience to be a valuable asset to your dance program. If you require further information, please feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]