

Request for Dance Instructor Authorization

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the authorization for [Dance Instructor's Name] to serve as a dance instructor at [Dance Studio/School Name]. We believe that [he/she/they] possesses the necessary skills and experience to provide high-quality dance instruction to our students.

[Dance Instructor's Name] has a background in [briefly describe qualifications and experience]. We are confident that [his/her/their] teaching methods will greatly benefit our students and enrich our dance program.

We kindly ask for your approval of this request at your earliest convenience. Should you need any further information or documentation, please do not hesitate to contact me directly.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Position]

[Dance Studio/School Name]