

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position/Title]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am a dedicated Kung Fu teacher with [number] years of experience in martial arts instruction. I am writing to introduce myself and share my passion for Kung Fu and its benefits.

I have trained in [style(s) of Kung Fu] under renowned instructors and hold [any relevant certifications or achievements]. My teaching philosophy focuses on [brief description of your teaching style, philosophy, or techniques].

I am excited about the opportunity to share my knowledge with students and promote the values of discipline, respect, and perseverance that martial arts instills. I am available for [classes, workshops, seminars, etc.], and I would be thrilled to discuss how I can contribute to your program.

Thank you for your time and consideration. I look forward to the opportunity to collaborate.

Sincerely,

[Your Name]  
[Your Title/Position]