

**Linda Yeo**  
Private Low Brass Instructor

Dan D.  
1000 Main St.  
Anywhere, IL 12345

August 14, 2009

Dan,

My name is Linda Yeo and I am a private low brass instructor in Du Page County. I am currently the primary private low brass teacher at Wheaton North High School, Westmont High School, Glenbard East High School and Wheaton Warrenville South High School. I am also the bass trombonist of the Northbrook Symphony Orchestra.

I have learned over my many years of involvement in music education that students who take private music lessons always progress at a significantly swifter rate than those who do not. I take much pride in assisting my many students to fully realize their potentials both in band, jazz band and orchestra classes as well as in solo and ensemble competitions year after year.

I am proficient in teaching trombone, bass trombone, euphonium and tuba private lessons, and I am always looking for new students. I would truly appreciate it if you would hand out the business cards I have included with this mailing to any brass students in your band program that you think would benefit from taking private lessons. I am available to teach both during the school day (during free or band periods) and after school.

You will find a copy of my current resume attached to this letter. Feel free to contact any of my references to discuss my background, teaching style or current qualifications. If you wish to talk with me or meet with me in person, I am more than happy to come to your school to discuss possible future opportunities or speak to you over the phone.

Thank you for your time.

Sincerely,

Linda Yeo

