

(Today's Date)

Driver Training Operations
AAA National Office
1000 AAA Dr.
Heathrow, FL 32746

RE: Club approval for Driver Improvement Program course attendance

Dear Lead Instructor, Driver Training Operations:

On behalf of ___ "CLUB" _____, I approve ___-----_____ to attend the Driver Improvement Program Instructor Certification course at ___(location)_____ on ___(date)_____.

If additional information is needed, please contact ___(club rep)_____ at ___(contact info)_____.

Thank you,

_____ [Club contact person]

_____ [Title]

_____ [Department]