

# Ellens School of Dance

PRESCHOOL • TAP • BALLET • JAZZ • JAZZ GYMNASTICS  
LYRICAL • STREET FUNK • BALLROOM • RIVERDANCE  
ADULT DANCE EDUCATION & EXERCISE

January 26, 2013

Ms. Amy Versaggi  
26 Buttrick Lane  
Carlisle, MA 01741

978-667-3441

01821  
767  
Boston Rd.

Dear Ms. Versaggi,

It was a pleasure to speak with you. I am sending you our contract form for the Social Dance and Etiquette course.

We are confident that you will enjoy the course we have prepared. The Dance portion of the program will cover the basic principles of the waltz, rumba, and swing. We will also be doing some general group and line dances. The Etiquette portion will be covering receiving lines, dining, letter writing, telephone manners, technology etiquette, and common daily courtesies. The Etiquette policies are based on *Emily Post's Etiquette, 15<sup>th</sup> Edition*. All of our programs are formatted to be fun and informative while promoting students' self-esteem and enjoyment of dance and the arts.

The course will run on Friday evenings (5:30-6:45) for 4 weeks - March 8, March 22, March 29, and April 5. The course will be held at our Billerica studio, 767 Boston Road. Ellens School of Dance will supply all music and equipment, as well as three instructors. Classes will run for 75 minutes in length. The price for the course will be \$95.00 per student up to 50 students, 51-60 students would be \$80.00, 61-75 students would be \$75.00 and 76-100 students would be \$70.00.

Please sign and return the attached contract with an approximate number of students and a \$500.00 deposit as soon as possible. The balance will be due on the first evening of class, March 8, 2013.

If you have any questions, or if I can be of assistance, please do not hesitate to contact me.

1 bus  
51 passengers

\* Peggy  
Bedford Bus -

Bedford Bus - 781-275-9524 5pm  
Laurie's cell -  
# 781-727-0350

Sincerely,  
lorimazzotta@gmail.com  
Laurie Enos Pandolfo  
Director