

Parent Name
Parent Address

Dear <Student Name> and family,
Congratulations on completing <current book> of the <Current Course> at the end of this semester! You have had a wide range of musical experiences and gained many valuable skills during the year. We are happy to advise you that your class's time will remain on the same day and time for next year.

Your Semester 1, 2011 Class is:

<Next Year Course Book>
<Day Time Location Teacher>

Please tear off the confirmation slip below and return to your teacher in the next lesson. Your prompt response enables us to confirm if your class is able to continue next year. In this case, we would contact you to discuss other options. If you have any further questions, do not hesitate to call or e-mail us.

Yours sincerely,

<Regional Co-ordinator Name>

**Regional Co-ordinator
Yamaha Music Education Centre**

Mobile Phone: <RC mobile number>

E-mail: <RC Email Address>



CONFIRMATION SLIP

Please detach and return this slip to your Teacher in the next class

Student Name <Student Name and ID>

Current Class

ClassCode

I will be returning to Day Time Location Teacher

I will not be continuing Yamaha group classes

Daytime Contact Details:

Name and phone number

Date