

Parent Name
Parent Address

Dear **Student First Name** and family,

I hope you have had an enjoyable semester learning the **current course** with **current teacher name**.

As you are no doubt aware by now, **current teacher name** will be finishing up her Yamaha teaching at the end of term.

We are sorry to see **him/her** go and I am sure you will agree that **his/her** enthusiasm and talent as a Yamaha teacher has been an enormous benefit to all the students who have had the opportunity to learn with her.

Unfortunately, we have not been able to find a replacement teacher and as such your class will be finishing at the end of term.

If you require assistance in finding a private teacher, please contact the office on 1300 139 506 Option 1.

We wish you all the best for your future endeavours and trust that music continues to be an enjoyable part of your life.

Yours sincerely,

RC Name

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

Mobile Phone: **RC Mobile**

E-mail: **RC Email**