

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 may be aware, unfortunately **current teacher name** will no longer be able to teach your class on a **current class day time location**. However, **he/she** will be able to teach your class on a **new day time location**.

Please tear off the Confirmation Slip and return to your teacher in the next lesson. If you have any questions relating to this change, please do not hesitate to contact me. I wish you well in the upcoming semester and look forward to hearing about your progress.

Yours sincerely,

RC Name

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

Mobile Phone: **RC Mobile**

E-mail: **RC Email**



CONFIRMATION SLIP

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

Student Name **Student Name & ID**

Current Class **Class Code**

I will be returning to **day time location with current teacher name**

I will not be continuing Yamaha group classes

Daytime Contact Details:

Name and phone number

Date