

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 this class next year. However, we are happy to announce that **new teacher name (existing teacher)** will be teaching your class at the same time, day and location.

New teacher name brings much experience, dedication and a love of music to his teaching, and I am sure you will enjoy his classes. **New teacher name** teaching style will of course be different to **current teacher name**, but every teacher brings their own strengths and personality to their teaching and this can only further enrich the children's musical understanding.

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 your future classes with **new current teacher name** 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 **new teacher name**

I will not be continuing Yamaha group classes

Daytime Contact Details:

Name and phone number

Date