

Parent Name
Parent Address

Dear **Student First Name** and family,

As you may be aware, your child's class has reduced in student numbers. This unfortunately means that your class will need to join another class to obtain the full advantages of the **current course**. We are happy to invite you to join **teacher name** class at the same level on a **day time location**

Please tear off the confirmation slip below and return to your teacher in the next lesson. Your prompt response enables us to confirm if classes have reached their maximum numbers or, alternatively, if it will be too small to go ahead. In this case, we would contact you to discuss other options. If you have any further questions, do not

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 joining **day time location with teacher name**

I will not be continuing Yamaha group classes

Daytime Contact Details:

Name and phone number

Date