

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

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**