

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 day time location**. However, **he/she** will be able to teach your class on a **new day time location**.

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**