**Email to confirm a Tuesday or Thursday lesson:**

Subject: **confirming your term of lessons starting on day, date and time**

Dear NAME

This is to confirm that you will be starting your 12 week term of lessons on Tuesday/Thursday DATE.

Your 35 minute lesson will be from TIME to TIME and your Instructor will be INSTRUCTOR NAME. FOR THE 11.55 LESSON ADD It is a good idea to knock on the door at 11.50 to let me know you are there and also to enable me to ‘wrap up’ the previous lesson in time for the 11.55 start as there is no break in between.

At the end of your last term of lessons WITH XXXX XXXX you felt that ENTER FUTURE COURSES INFO FROM WAITING LIST HERE could be two areas that you may be interested in at the next one.

Your first lesson will take place outside the Computer Sharing Centre with NAME OF INSTRUCTOR, when you can discuss what you would like to learn and we can set up your Student Folder. All other lessons will take place at computers 1 and 2, inside the Centre.

Working one-to-one with your Instructor allows you to tailor your lessons to your own interests and needs.

You are strongly encouraged to practise newly learnt skills as soon as possible, as this is the best way to remember them.

I wish you success and enjoyment.

I will contact you a couple of weeks before we start to reconfirm,

Best wishes from

Cherith Hateley

Centre Manager

P.S. Once you start, if you need to cancel a lesson at short notice, please telephone Janet Gannon or Val Carroll in the General Office on 020 8463 8330 who will pass the message on to me.