**Email to confirm a Wednesday 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 Wednesday Full DATE.

Your 35 minute lesson will be from TIME to TIME and your Instructor will be Carolyn Watkins.

At the end of your last term of lessons with XXX XXXXX 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.

The Computer Sharing Centre presentations are always on Wednesday mornings. You will be informed about these in advance and will not miss out on the lesson that would have taken place on that day as your 12 weeks will be extended to allow for the presentation.

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

I wish you great success and enjoyment.

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.