

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the upcoming Kung Fu practice schedule. Please find the details below:

**\*\*Practice Schedule:\*\***

- **\*\*Days:\*\*** [Days of the Week]
- **\*\*Time:\*\*** [Start Time] to [End Time]
- **\*\*Location:\*\*** [Practice Location]

**\*\*Important Notes:\*\***

- Please arrive at least [10/15] minutes early for warm-ups.
- Bring your own gear and water.
- Ensure you communicate any absences in advance.

We look forward to seeing you at practice! Should you have any questions, feel free to reach out.

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Kung Fu School/Organization Name]