

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

[Music Teacher's Name]  
[School/Organization Name]  
[School/Organization Address]  
[City, State, Zip Code]

Dear [Music Teacher's Name],  
I hope this message finds you well. I am writing to notify you about  
[specific reason, e.g., scheduling changes, upcoming performances,  
student progress].

[Provide further details regarding the notification, including relevant  
dates, expectations, and any action required by the music teacher or  
students.]

Thank you for your attention to this matter. If you have any questions or  
need further clarification, please feel free to reach out.

Best regards,

[Your Name]  
[Your Position, if applicable]  
[Your Contact Information]