

[Your Name]  
[Your Position]  
Qkids  
[Your Email]  
[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to touch base regarding our upcoming classes and to share some important information.

Our next classes will be held on [insert dates and times], and I want to ensure that both you and your students are prepared for a productive learning experience. Please remind the students to [specific reminders, such as bring materials, be on time, etc.].

Additionally, I would love to hear any feedback you might have about the previous sessions. Your insights are invaluable to enhancing our teaching approach and ensuring that our students receive the best education possible.

Thank you for your continued support and dedication. If you have any questions or concerns, please feel free to reach out.

Best regards,

[Your Name]  
[Your Position]  
Qkids