

[Your Name]  
[Your Title]  
[Your Organization/Studio Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Zumba Class Policy Notification

We hope this message finds you well. We are writing to inform you of some important updates to our Zumba class policies to enhance your experience and ensure the safety and enjoyment of all participants.

1. **\*\*Class Attendance\*\***: Please arrive at least 10 minutes early to ensure a prompt start. Late arrivals may not be allowed entry for safety reasons.
2. **\*\*Registration\*\***: Online registration is required to secure your spot in class. Walk-ins may not be accommodated if classes are at capacity.
3. **\*\*Cancellation Policy\*\***: Cancellations made within [insert time frame] of the class will not be eligible for a refund or credit. Please provide advance notice when possible.
4. **\*\*Dress Code\*\***: Appropriate workout attire and non-slip athletic shoes are required. Please refrain from wearing jeans or excessive jewelry.
5. **\*\*Health and Safety\*\***: Participants must inform the instructor of any health concerns or injuries prior to the start of class.

We appreciate your understanding and cooperation as we implement these changes. Your feedback is invaluable to us, and we look forward to continuing to provide you with a rewarding fitness experience.

If you have any questions regarding this notification, please feel free to contact us.

Thank you for being a part of our Zumba community!

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization/Studio Name]