

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you about the new policy regarding our Zumba classes, effective [start date].

The key points of the policy are as follows:

1. ****Class Attendance****: Participants are encouraged to arrive at least [X minutes] before class starts to ensure a proper warm-up.
2. ****Cancellation Policy****: Cancellations must be made [X hours/days] in advance. A fee may apply for late cancellations.
3. ****Dress Code****: Comfortable workout attire and proper footwear are required to ensure safety and ease during class.
4. ****Health and Safety****: Please inform the instructor of any health concerns or injuries prior to class participation.

We believe these guidelines will enhance the experience for everyone involved. Thank you for your understanding and adherence to these policies.

If you have any questions or concerns, please do not hesitate to reach out.

Best regards,

[Your Name]
[Your Position]
[Your Organization/Business Name]