

[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],

Welcome to Zumba! I am thrilled to have you join our vibrant community of fitness enthusiasts. Whether you're a beginner or have danced before, there's a place for everyone in my classes.

Classes will be held on [Days of the Week] at [Time] in [Location].

Please wear comfortable clothing and bring water to stay hydrated. Don't worry about getting every move right; just come ready to have fun and enjoy the music!

I look forward to dancing with you and helping you reach your fitness goals. If you have any questions or need assistance, feel free to reach out at [Your Phone Number] or [Your Email Address].

Let's get ready to groove!

Best,

[Your Name]

Zumba Instructor

[Your Contact Information]