

YOUR BUSINESS NAME HERE

Your Business Slogan Here!

BUSINESS ADDRESS * CITY, STATE, ZIP * PHONE NUMBER * Website address

Confirmation of Hours

May XX, XXXX

Mrs. XXXXX,

This letter is to confirm XXXXX's summer hours with **Tutor Name Here**.

Option 1: Tuesday and Wednesday 4:30 - 5:30 p.m.

Option 2 : Tuesday 4:30-6:30p.m.

TUTOR NAME is open to either option you choose to fit XXXXX's summer schedule. If the 2 hours per session seems to be too much, it will be a possibility to go back to the Tuesday and Wednesday schedule.

Please discuss with TUTOR the start date of the summer schedule. Also, TUTOR and I will meet to go over objectives and goals for the summer.

Feel free to contact me with any questions regarding the summer schedule.

Sincerely,

Your Name Here

Title