Dear Parents,

I hope that this email finds you well! Do not forget that this month’s class will take place on \_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_ to \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please remind your students to complete their Cotillion Challenge Assignments before arriving to class. If your student is unable to attend the upcoming class, please let me know as soon as possible.

Thank you for your support in furthering your effort as parents in shaping your child’s comprehension of everyday etiquette.

Sincerely,

*Name*

*Phone Number*

*NLJC Email Address*