

Letter to presenter with final instructions

Dear (Presenter's Name):

Thank you for agreeing to present a class for Friends for Learning. We appreciate your time and effort.

Your assigned time for presenting (*class name*) is (*day, month, date, time, place and room number*). Approximately (*number signed up for class*) have signed up for your class. I am the facilitator and will introduce you and help in any way I can.

Please be in the classroom at least 15 minutes early to make sure we have everything in place that you need. Classes start on time.

A parking pass is enclosed which allows you to park in the campus parking lot. It is valid only for the day(s) you are presenting. Place it on your windshield where it is visible. If the security people do not see it, they may issue a \$35 parking ticket.

We look forward to your class. If you have any questions, please call or email me.

Sincerely,

*(Sign your name)*

(Print your name)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_