

MAIL EXAMPLE

Mail example prior to Lesson 0

Dear <name of contact>,

How great that you are participating in the IJF Judo in Schools program! I would like to introduce myself. My name is <your name> and I am the judo teacher responsible for the judo classes at your school. I would like to go over a few final points with you before we start the classes.

I would like to come by the school sometime before we start the program, so I can introduce myself to you and the class, and we can get to know each other, and each other's expectations and wishes. All in all, I will need about 10 to 15 minutes per group.

Ideally, I would come by your school for this Lesson 0 as we call it on <date> at <time>. Would this suit you? If not, could you let me know which of the following options would be more convenient for you?

- <date> at <time>
- <date> at <time>
- <date> at <time>

I trust to hereby have sufficiently informed you, and am looking forward to meeting you.

Enjoy your day!

Best regards,

<your name>

Judo teacher IJF Judo in Schools

T. <telephone number>

@. <email address>

