

ELEANOR FITZGERALD
PRINCIPAL

RAINBOW DANCE CLUB
123 ANYWHERE ST.,
ANY CITY, STATE
COUNTRY 12345

February 08, 20XX

Nancy Mills

Anywhere Street
Any City

Dear Mrs. Mills,

Thank you for your letter of Jan 10 discussing our policy concerning payment for missed classes.

I have checked with our owner, Ms. Theresa, for a clarification. In the past, our policy was that missed classes would still need to be paid for. Under the circumstances, however, she said that you will not have to pay for the classes your daughter missed because of her unfortunate accident on the way to class.

We hope this is a satisfactory solution for you and wish your daughter, Carol, a speedy recovery. We shall put a hold on your account until she is ready to return to her tap lessons. Thank you once again for your concern.

Warm regards,

Eleanor Fitzgerald
Principal,
Rainbow Dance Club

ADDRESS: 123 ANYWHERE ST., ANY CITY, STATE, COUNTRY 12345
PHONE: 123-456-789