

Hi (*Principal's name*),

I'm (*name of your son/daughter*) mum (*he's/ she's in class X*) and I'm writing to ask about the possibility to make Spanish classes available for the (*school's name*) students before or after school hours?

I have contacted María Montoya from KiKa Languages, and they are willing to come and run lessons on (*proposed day*) from (*proposed time*). Would it be an option for them to hire a room for an hour then?

They teach at some other schools and community centres in the area and have all the required paperwork.

We needed 5 students to be keen for them to be able to commit to running a class, I think we could easily get enough interest as I have spoken to some other mums who are interested too.

We would be keen to get these lessons started (*proposed date*) if possible? Can you let me know if this is an option and what the next steps would be from here?

Thanks!

(*your name*)