**Initial Outreach/Introduction**

***Send this to introduce yourself to your new student for the first time.***

Dear student,

Hello! My name is \_\_\_\_ and I'll be your (language) teacher through IOR Global Services. I'm very excited to meet you and get started with your language lessons! I'd like to get you started as soon as possible, so please let me know when you'll be ready to begin.

I was told that you're available (insert student availability here) to meet for lessons at (insert address). My availability is (insert your availability here). When would be best for you?

Please let me know if you have any questions before our first lesson. Feel free to contact me here or at: (insert phone number).

Sincerely,