Dear (family),

This email is confirming that (student) is required to do a music test to stay in (assigned BYSO orchestra), due to incurring (x absences) this quarter.

This music test will occur 30 minutes prior to our next rehearsal on (date). If (student) arrives later than 30 minutes prior to the beginning of rehearsal or if (student) is a no-show for the music test, (student) will be automatically removed from the orchestra for the remainder of the quarter.

Please understand that absences from rehearsals affect not only a student’s progress and contribution to the orchestra but also affect the growth and development of their fellow musicians as well. Regular attendance is extremely important for the improvement of both an individual musician and the orchestra as a whole.

I look forward to hearing (student’s) test on (date) at (30 minutes prior to rehearsal). Please confirm this arrangement by responding to me via email.

Sincerely,

(BYSO conductor)