**Sample Precourse Letter to Students (Classroom Course)**

The letter below is a sample you may modify and send to students attending the BLS Course.

(Date)

Dear BLS Course Student:

Welcome to the BLS Course. Enclosed are the agenda and your copy of the BLS Provider Manual to help you prepare for the program and the exam. Please bring your BLS Provider Manual to class; you will be able to refer to it during class and the exam. If you are using the eBook version, make sure your device is fully charged and download the manual to your device’s eReader app in case there is no internet connection. Review both the agenda and the manual before coming to class so that you learn more and are more comfortable with the course.

The class is scheduled for

**Date:**

**Time:**

**Location:**

Please wear loose, comfortable clothing. You will be practicing skills that require working on your hands and knees, bending, standing, and lifting. If you have physical conditions that might prevent you from participating in the course, please tell one of the instructors when you arrive for class. The instructor will work to accommodate your needs within the stated course completion requirements. In the event that you are ill, please notify your instructor to reschedule your training.

We look forward to welcoming you on (day and date of class). If you have any questions about the course, please call (name) at (telephone number).

Sincerely,

(Name), Lead Instructor