

The letter below is a sample that you may modify and send to students.

Subject: Welcome to Your Upcoming Heartsaver® CPR AED Instructor-Led Course

Dear Heartsaver Student,

Welcome to the American Heart Association's Heartsaver CPR AED instructor-led course! We're excited to have you join us.

Attached to this email, you'll find the course agenda. For access to the *Heartsaver Student Workbook*, **[Insert TC-specific process]**. Please review both the agenda and workbook *before* class to help you feel more prepared and confident. We recommend having access to your workbook during class—you'll be able to refer to it during the exam (if applicable).

Course Details:



Date: [Insert date]



Time: [Insert time]



Location: [Insert location]



What to Wear:

Please dress in loose, comfortable clothing. You'll be practicing skills that involve kneeling, bending, standing, and lifting. If you have physical conditions that may affect your participation, let your instructor know when you arrive. The instructor will work to accommodate your needs within the stated course completion requirements.



Unable to Attend?

If you're sick or unable to attend, please contact your instructor to reschedule your training.

We look forward to seeing you on **[Insert day, date]**! If you have any questions, contact **[Insert instructor name]** at **[Insert phone number]**.

Warm regards,

[Insert instructor name]

Lead Instructor