

Dear [CLIENT],

In addition to offering dog training services in our community, I also serve as a mentor for students enrolled in the Victoria Stilwell Academy for Dog Training & Behavior (VSA). I'm writing to let you know that I have a student mentee who will be shadowing me during his or her field training. VSA is a first class educational institution that provides aspiring dog trainers with the knowledge, skills, and experience to begin a career as a dog trainer. Over the course of six months, VSA students complete intensive classroom and virtual study, and gain real-world experience working in the field with a professional mentor.

I am currently mentoring [STUDENT FULL NAME], who is enrolled in VSA's Dog Trainer Course. [STUDENT FIRST NAME] will be attending many of my group classes and private lessons to learn hands-on training and teaching strategies and techniques and will assist me in a variety of tasks, including demonstrating training techniques and teaching you and other clients lessons or portions of lessons.

I am, and will remain, your trainer and will always be present should you have questions or need help. I hope that you'll enjoy having [student name] participate in our training sessions. If for some reason you do not wish to include the student, please let me know within 48 hours of our next class or private session. Otherwise, we look forward to seeing you soon!

Please let me know if you have any questions or concerns.

Sincerely,