

**[This form should follow an in-person communication with all coaches involved and should be distributed by the Parent to Coaching Professionals in person]**

Dear \_\_\_\_\_

As of \_\_\_\_\_, we will be making the following adjustment to our coaching situation: (check all that apply)

We will be adding \_\_\_\_\_ as a coach. This coach will be responsible for:

We will be switching to \_\_\_\_\_ for our coaching needs.

Thank you for your support of our skater.

[signatures]