



Subject: Thank you for Booking an Assessment Lesson

Dear [Member or Guest Name],

Thank you for booking your assessment with us here at [Golf Academy Name]. Your assessment details are as follows:

Coach Name: [Insert coach name]

Date and Start Time: [Insert date and start time]

Duration: [Insert duration]

Meeting Point: [Insert meeting point]

In preparation for your assessment please provide us with a brief overview of your golfing experience and take the time to answer these questions:

1. What do you want to achieve with your golf?
2. When do you want to achieve this by?
3. What would it mean to you to achieve this?

Please send your responses back to me via email ideally, 24 hours before your assessment date.

Many thanks and I look forward to seeing you.

[Insert coach name]

[Insert coach title/position]