



**rotunda**

Name & Address of Learner

**(Date)**

Dear *(insert learner name)*,

**Ref: Course Extension**

*Course Title:*

*Start date:*

*End Date:*

We are writing to confirm you that the extension you requested, due to; has been accepted by Rotunda Ltd, and your new official end date will be *(insert new end date)*. Your teacher *(Name)* will be available, at mutually agreed times throughout this time.

The extension that we have agreed means you must finish your course by *(insert new end date)* at the latest. This is to ensure the funding you are receiving for this course is compliant, if for any reason you are unable to meet this deadline you must get in touch with your teacher or myself as soon as possible.

If you have any questions or concerns, please contact me on; 0151 207 2176 or email [mfallon@therotunda.org.uk](mailto:mfallon@therotunda.org.uk).

With regards

**Mark Fallon**

Education Programme Manager

**Rotunda**

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