

Dear [Tutor's Name],

I hope this message finds you well. I wanted to follow up on our previous discussion regarding your engagement as a tutor for [Student's Name]. We are incredibly excited about the opportunity to work together and support [him/her/them] in [mention specific subjects or skills].

Please let me know if you have any questions or if you need any further information to facilitate the tutoring sessions. I look forward to hearing from you soon.

Thank you!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]