



THE MUSIC STUDIO OWNER'S

AI Toolkit

Starter Kit · 1 Free Prompt

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*Your studio runs on more than great teaching.
These prompts handle the rest.*

How This Works (It Takes About 5 Minutes)

No tech setup. No AI experience needed. If you can copy and paste, you can use this prompt tonight.

- 1 Open any free AI tool.** ChatGPT, Claude, and Gemini all work. You do not need to pay for anything. If you do not have an account yet, create a free one at chat.openai.com, claude.ai, or gemini.google.com.
- 2 Fill in the Your Details box** on the next page before you copy the prompt. Write your current rate, your new rate, the date you want the change to take effect, and how long it has been since your last increase. Keep those answers nearby.
- 3 Copy the entire prompt** from the black box and paste it into the AI chat window. Send it.
- 4 The AI will ask you a few questions.** Answer them using the details you filled in. It will then generate a complete, ready-to-send email draft. Read it once, adjust one or two lines if you want, and send it.

What makes this prompt different from asking an AI to "write a tuition increase email": the prompt instructs the AI to lead with the facts, skip the apology, and keep the tone warm rather than corporate. The result reads like something you actually wrote. The full toolkit applies that same logic to 11 more of the hardest emails a studio owner has to send.

The Tuition Increase Notice

The email most teachers avoid writing for weeks. This prompt produces a notice that is honest and warm, states the change clearly, and does not bury the number in a paragraph of justification or apology.

WHAT THIS PRODUCES

A single email under 175 words. Opens by stating the new rate and the effective date in the first two sentences. Acknowledges in one line that this is a real change for families. Includes one genuine note about the teacher's work or the studio if provided. Closes warmly. No apologies. No "due to rising costs and the investment required to maintain quality instruction." Reads like a teacher wrote it, not a billing department.

YOUR DETAILS

Current rate: _____ New rate: _____ Effective date: _____

Time since last increase (or "rate has never changed"): _____

One genuine note you want to include (optional): _____

COPY THIS ENTIRE PROMPT INTO CHATGPT, CLAUDE, OR GEMINI

You are a private music teacher who has decided to raise your studio rates. You know this email is the one teachers avoid writing most, not because the increase is unreasonable, but because no one wants to feel like they are delivering bad news to families they care about. Your job is to write a notice that is honest and clear, does not apologize for the change, does not over-explain or justify the decision with a list of reasons, and treats the families in your studio as adults who understand that costs go up over time. The tone is the same tone you use in every other email you send: warm, direct, and human. Before you begin, ask me: (1) What is the current rate and the new rate? (2) When does the new rate take effect? (3) How long has it been since your last rate change, or has the rate never changed? (4) Is there one genuine note you want to include about your teaching or studio that feels relevant right now? Wait for my answers, then write one complete email. Open with the key information clearly: what the new rate is and when it begins. Add one line that acknowledges this is a real change for families. Include the genuine note if provided, but keep it brief and natural. Close warmly. No apologies. No lengthy justification. No "I hope you understand." Under 175 words. Signed with the teacher's first name.

WANT MORE?

Here's What's in the Full Toolkit.

The Starter Kit gives you 1 of the 12 prompts. The full Studio Owner's AI Toolkit covers every major email a private studio owner has to write, from the first welcome message to the hardest goodbye.

Tier 1: New Students (3 Prompts)

The New Student Welcome Email sets the relationship up right from day one. The Policy Explainer communicates your studio policies clearly, without sounding like a legal document. The Pre-Enrollment Responder turns an inquiry into a booked lesson.

Tier 3: Difficult Conversations (3 Prompts)

The Discontinuation Response handles a student leaving on good terms. The Letting Go Letter ends a teaching relationship with care. The Plateau Reset reframes a stuck student's progress without deflating their confidence.

Tier 2: Ongoing Management (4 Prompts)

The Tuition Increase Notice (included free). The Policy Pushback Response holds your position warmly. The Difficult Scheduling Request handles impossible asks without burning the relationship. The Mid-Year Check-In Email keeps families engaged.

Tier 4: End of Year (2 Prompts)

The End-of-Year Letter closes the year in a way families remember. The Fall Re-Enrollment Sequence brings students back before September without chasing anyone down.

Also included in the full toolkit: A Voice-First framework section that explains why each prompt is built around the teacher's voice rather than a generic template. A Quick Reference Guide with all 12 prompts in one-line descriptions. And a How to Use page that gets you from download to first sent email in under five minutes.

Grab the full toolkit at
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ST. JOHN'S, NEWFOUNDLAND AND LABRADOR

*20+ years running a private studio.
These are the emails I wish I'd had from the start.*