

Today's Date: _____

Date Materials Were Due: _____

Dear Parent or Guardian,

Your son/daughter, _____ has one or more overdue library books or media center materials. Please help him/her locate and return them as soon as possible. It may seem unimportant to keep one or two books, but we have _____ missing from our collection. The estimated cost of replacing these books is over \$_____. It would be much better to spend our limited funds on new materials than to replace books that have not been returned. Please help us by returning or paying for the books that your student checked out.

The titles and replacement cost are listed below.

Titles of Books or Other Materials	Cost
1:	\$
2:	\$
3:	\$
4:	\$

If the books or materials are lost, you will need to pay the replacement cost. If the book is later found and returned in good condition, the money will be refunded to you.

If you have any questions, please contact me at _____.

Thank you for your cooperation.

Sincerely,

Media Specialist

