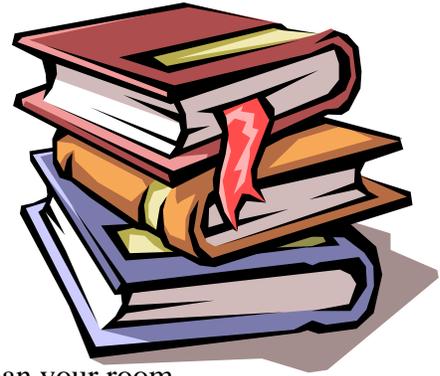


Today's Date: _____

Date Materials Were Due: _____

Dear Parent or Guardian,

Your child, _____ has one or more overdue library books. Please help your child locate and return the books 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 child checked out.



You might have your child look in the following places:

- ✓ In the toy box
- ✓ Under the bed
- ✓ In the bed
- ✓ In the car
- ✓ On the coffee table
- ✓ In the closet
- ✓ In your brother's or sister's room
- ✓ Wherever you put your things when Mom tells you to clean your room
- ✓ At your grandmother's house
- ✓ In your classroom

The titles and replacement cost are listed below.

Book 1 Title: _____ Cost \$ _____

Book 2 Title: _____ Cost \$ _____

Book 3 Title: _____ Cost \$ _____

If the book or books 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