



Sample Letter to Complainant

Date _____

Dear _____,

We appreciate your concern over the use of

_____ in our school. The district has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made. To help you understand the selection process, we are sending copies of the District's

1. Curriculum documents that reflect the context of this item (Language Arts, Social Studies, Science, and Health, where applicable)
2. Materials Selection Policy
3. Procedures for requesting reconsideration of Library Media Center Materials

If you remain concerned after you receive this material, please complete the "Request for Reconsideration of Library Media Center Materials" form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume that you no longer wish to file a formal complaint.

Sincerely,

Principal