

LOST/DAMAGED TEXTBOOK FORM

Dear Parents/Guardians,

Please be advised that your child, _____, has lost or damaged the following textbook(s):

Title	Price
_____	_____
_____	_____
_____	_____
_____	_____

Please help your child locate these textbooks. If you are unable to do so, please submit the cost of the textbook(s) to your child's teacher immediately. If you have any questions or concerns, please speak with your child's teacher.

Thank you for your cooperation in this matter.

Sincerely,

Carla Patrick,
Principal