I am writing to inform you that your child, First Name of Student, has not returned their library book for a few weeks now. The book, Title of the Missing Book(s) was checked out from our school library on Date Book was Checked Out. Their teacher has already helped them search the classroom. I would appreciate it if you would please help your child search for this missing book at home so that it may be returned for others to enjoy.

Places to consider looking: (feel free to mark them off as you or your child search)

- In backpacks (including siblings)
- Inside folders inside backpacks
- In the car(s) – don’t forget to look under the seats and in the trunk(s)
- Under the baby’s car seat
- Behind or under the washing machine and/or dryer
- In the stroller/diaper bag
- In the recycling bin or pile of newspapers/magazines
- Under/On top of Kitchen and/or Dining Room table
- Behind the refrigerator (because it fell off the top)
- Under or behind the couch (look under the cushions too)
- On bookshelves
- Where ever homework is done
- On/In the coffee table
- On/Around the television, DVD player or Gaming System
- In the laundry basket
- On/Under beds (including siblings) – check between the sheets & blankets, too
- In the closet
- In a dresser (including siblings)
- In a toybox (including siblings)
- In the bathroom
- In the backyard
- In the basement
- At grandparents / other parent’s / other family member’s house

After looking for it, if you are still unable to find the book, I will send home another letter notifying you of the replacement cost as well as various replacement options.

I greatly appreciate you helping your student practice responsibility. Thank you.

Mrs. Terri Kempthorne,

Mayfield Elementary Librarian