I wrote you a few weeks ago to notify you that your child, First Name of Student, had not returned their library book. The book, Title of the Missing Book(s) was checked out from our school library on Date Book was Checked Out, and has still not been returned. The replacement cost for the book is Insert Cost of Book(s).

There are a few options you may utilize to replace the missing materials:

1. Pay for the book, in full, and I will order a replacement copy.
   a. Cash is acceptable – a receipt will be sent home.
   b. Checks are also accepted, please make payable to Mayfield Elementary School.

2. Order a copy of the book yourself from someplace like Amazon.
   a. Please make sure it is the same format as is listed below.
   b. Send the book to school, and the associated fee will be removed from your student’s account.
   c. This book is considered a donation to the library (as a replacement) and will not be returned to you.

3. Go to someplace like Half Priced Books and purchase a copy.
   a. Please make sure it is the same format as is listed below, and in great condition.
   b. Send the book to school, and the associated fee will be removed from your student’s account.
   c. This book is considered a donation to the library (as a replacement) and will not be returned to you.

Specific details of the book are listed below should you choose to replace the book yourself.

Title of the Book
Author(s) of the Book
Format of the Book (Hardback, Paperback, Picture book, etc.)
Price of the Book

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

Mrs. Terri Kempthorne,
Mayfield Elementary Librarian