

SAMPLE LETTER TO INDIVIDUAL CHALLENGING INSTRUCTIONAL
OR LIBRARY MATERIALS

Dear:

We recognize your concern about the use of _____ in our school district. The school district has developed procedures for selection of instructional 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 school district's:

1. Instructional and Library Materials Selection policy statement, and
2. Procedure for reconsideration of instructional and library materials.

If you are still concerned after you review this material, please complete the Reconsideration Request Form and return it to me. If I have not heard from you within one week, we will assume you no longer wish to file a formal complaint.

Sincerely,