

(Sample letter to complainant)

**Oconomowoc Area School District
Oconomowoc, Wisconsin**

Dear _____,

We appreciate your concern over the use of _____

in our school district. The District has developed specific 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 Materials Selection Complaint Policy. It explains our procedure for handling complaints.

If you are still concerned after you review this material, please complete the enclosed Request for Reconsideration of Instructional 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 you no longer wish to file a formal complaint.

Sincerely,

Principal