

Acknowledgement of Receipt of Reconsideration Form IFBD E-2

School's Letterhead

Date

Mr., Mrs., or Ms. _____

Address

City, State Zip

Dear _____:

The purpose of this letter is to inform you that I have received the completed Materials Reconsideration Form that you submitted for the book _____ by _____ . I appreciate you taking the time to share with us your concerns about this material.

Following the Savannah-Chatham County Public School Board Policy IFBD, we will proceed by convening the school-level media committee to review your request. The committee will complete the review and render a decision. I will notify you in writing of the committee's decision.

If you have further questions, please contact me.

Sincerely,

Principal