

**SAMPLE LETTER
TO INDIVIDUAL CHALLENGING INSTRUCTIONAL 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 goals and objectives,
2. Instructional Materials Selection policy statement, and
3. Procedure for reconsideration of instructional materials.

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

Sincerely,

