

11th September, 2019

Damaged Book

Dear Parent(s)/Carer(s),

I regret that I have to inform you, your child _____ has damaged

“ _____ ”.

We would therefore appreciate £3.00 towards a replacement.

Please complete the slip below and return with £3 in a sealed envelope.

Yours sincerely,

Miss Begum

Miss Begum
Reception Teacher

Damaged Book

I understand that my child _____ has damaged a school reading book and I enclose £3.00 for a new one.

Signed Parent/Carer _____