

21st March, 2021

Lost Book

Dear Parent(s)/Carer(s),

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

“ _____ ”.

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 Nessa

Miss Nessa
Year 4 Teacher

Lost Book

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

Signed Parent/Carer _____