Date

School or Library Name

Street Address

City, State Zip

Re: Book Challenges

Dear Board Members/Name,

Introduce yourself and your bookstore. We are writing in regard to the District’s/Library’s response to the challenge(s) to *Book Name(s)*.

As a bookstore that believes a diverse selection of books is crucial in sharing ideas, we are concerned to learn that book(s) have been removed from the shelves pending the outcome of the challenges against them, in contrast to stated policy. Quote the applicable policy.

Elaborate on the books in questions (any awards the books have won, important information about the author).

We ask that the District/Library return the book(s) until the challenges have been resolved and instruct all personnel to comply with the adopted policy in the future.

Thank you for your attention to this important issue.

Sincerely,

Your Name