

PAYMENT FOR LOST OR DAMAGED PROPERTY

**FORM LETTER #2
(SAMPLE)**

(Date)

(Inside Address)

Dear _____:

Pursuant to our first letter regarding materials not returned by _____, we again cite the California Education Code, Sections 60411 and 48904, which establishes liability for damage or replacement of materials loaned to students by a school district. All report cards, transcripts, and diplomas are being withheld.

It will be our pleasure to close the account when payment is made within two weeks. Payment for the items listed below may be made in the school office or library. Checks should be made payable to the Vacaville Unified School District.

Please feel free to telephone us with regard to this situation _____.
(telephone no.)

	\$	
Material Issued		Amount Owed

Sincerely,

Principal