



**SAMPLE LETTER TO ACCOMPANY DESELECTED MATERIALS**

---

Dear Parents:

From time to time, it is necessary to replace some of the resources in our Learning Commons Centres because they no longer support the curriculum or have been superseded by newer editions.

Although they are still in fairly good condition, it is necessary to dispose of them to make room for newer, relevant ones.

Consequently, we have decided to give them to those students who indicate they would like to have them.

It is hoped that they and other children in the family will enjoy and profit from them.

\_\_\_\_\_, Principal

\_\_\_\_\_, School