

(Date)

(Dear Complainant),

We want to express to you our sincere gratitude for meeting with our committee about your concerns. Your commitment to your child's education and engagement in the decision-making process is highly valued at Gentry Schools.

After careful consideration and a majority vote, the committee has reached a decision. (Explain the decision: whether to keep the challenged material in the collection or to move it to a secure location inaccessible to those under 18 years of age.) We want to assure you that this decision was not made lightly; rather, it was based on a thorough evaluation using our established selection criteria to ensure that materials in our collection meet the highest educational standards.

Your input and feedback have been crucial in this process, and we remain committed to fostering an open dialogue with parents like yourself. We understand the importance of addressing concerns and strive to create an environment where every parent feels heard and respected.

Once again, thank you for your active involvement, and we look forward to continued collaboration for the benefit of all students at Gentry Schools.

Sincerely,

[Your Name]

[Your Title]

Gentry Schools Committee