

Date: \_\_\_\_\_

Attention Parent/Guardian:

Your child, \_\_\_\_\_, was issued the following school equipment and has failed to return it.

**Equipment Not Returned:**  
**Replacement Cost:**

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Please return the bottom portion with your payment for the full amount in the form of a check or money order to Robinson Athletic Department. The athletes are responsible for each and every item they are issued throughout the year. We must replace items lost before the next season.

Thank you for your prompt attention to this matter. If you have any questions please call the athletic department. For your records, please keep this portion, and include your check number. The cancelled check will serve as your receipt.

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Please detach here and return the bottom portion with payment.

I have received and understand that my child, \_\_\_\_\_, owes \$ \_\_\_\_\_ for lost athletic equipment. Attached is the amount owed to the athletic department.

Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_