

Hereford Independent School District  
601 N. 25 Mile Avenue  
Hereford, Texas 79045  
Phone: (806) 363-7600

**THIS IS AN EFFORT TO  
COLLECT A DEBT**

Student's Name: _____
Lost Textbook(s): _____
Amount Due: _____

Dear Parent of \_\_\_\_\_;

\_\_\_\_\_ owes fine(s) in the referenced amount for loss or damage of the above text.

**BE ADVISED THAT IF ARRANGEMENTS FOR PAYMENT IN FULL ARE NOT MADE BY \_\_\_\_\_ (date), \_\_\_\_\_ (campus) WILL HAVE NO CHOICE BUT TO FILE SUIT AGAINST YOU TO RECOVER THE FULL AMOUNT OF THE DEBT PLUS LAWFUL INTEREST AND COST OF COURT.**

Please SEND a check or money order payable to:

(Campus)  
Textbook Custodian  
(Address)  
Hereford, Texas 79045

or bring cash payments to the school office.

We regret that legal action may be necessary and hope you understand the school's need to replenish its supply for the benefit of all students.

Sincerely,

\_\_\_\_\_  
Assistant Principal, Custodian of Textbooks