Appendix 2



4723 – 53rd Ave.

Box 890

High Prairie, AB

T0G 1E0

Tel: 780 523-3838

Fax: 780 523-3838

Date:

Patron:

Dear :

I have received your comments concerning the (Book/Video) entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

which you recently borrowed from the High Prairie Municipal Library.

Thank you for taking the time to complete the complaints form.

I will forward your comments and the (Book/Video) itself to be reviewed with the Board.

You will receive a written response within the next month.

Thank you for your interest in the High Prairie Municipal Library.

Yours Sincerely,

Manager

cc. Board Chair