

Proposal for Collaboration on Upcoming Museum Exhibit

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Museum/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am [Your Title/Position] at [Your Museum/Organization Name]. We are currently in the planning stages for an upcoming exhibit titled "[Exhibit Title]," which aims to [brief description of the exhibit's theme and goals].

Given [Recipient's Museum/Organization Name]'s expertise in [specific area related to the exhibit], we believe that a collaboration would greatly enhance the quality and reach of this exhibit. We envision [briefly describe the nature of the collaboration, e.g., artifact loans, co-hosting events, educational programs, etc.].

We would be thrilled to discuss this opportunity further and explore ways we can work together to make this exhibit a success. Please let us know your availability for a meeting in the coming weeks. We are looking forward to the possibility of joining forces.

Thank you for considering this collaboration.

Best regards,

[Your Name]
[Your Title/Position]
[Your Museum/Organization Name]
[Your Email]
[Your Phone Number]