

Artist Residency Exhibition Planning

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the upcoming exhibition planned as part of my artist residency at [Residency Program/Location]. The exhibition is scheduled for [Exhibition Date] and will showcase the works developed during my residency.

For the exhibition, I envision a collection that explores [brief description of theme/concept]. I believe this concept will engage the audience and provoke meaningful conversations surrounding [related topics].

In order to ensure a successful event, I would like to collaboratively discuss the following items:

- Exhibition Schedule and Timeline
- Logistics and Space Arrangement
- Marketing and Promotion Strategies
- Opening Reception Details

Please let me know your availability for a meeting to discuss these points further. I am looking forward to your valuable insights and collaboration to make this exhibition a success.

Thank you for your time and support.

Best regards,

[Your Name]

[Your Contact Information]

[Your Website or Portfolio Link]