

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Gallery/Institution Name]

[Gallery/Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my proposal for the art exhibition titled "[Exhibition Title]" submitted on [Submission Date]. I am eager to understand the progress and any feedback you may have regarding the proposal.

Thank you for considering my submission. I appreciate your time and look forward to your response.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]