Event Signage Request for Art Exhibition

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Organization]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request signage for our upcoming art exhibition, titled "[Exhibition Title]," which will be held on [Exhibition Date] at [Venue Name].

We anticipate approximately [number] attendees and wish to create a welcoming atmosphere that showcases the theme of our exhibition. We would like to request the following signage:

- Welcome Banner at the entrance
- Directional Signs to various sections of the exhibition
- Information Boards for featured artists
- Exit Signs

We appreciate your support and are happy to provide any additional information needed to facilitate this request. Thank you for considering our needs to enhance the experience for our guests.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]