

Donation Letter for Personal Artifact

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Museum Name]

[Museum Address]

[City, State, ZIP Code]

Dear [Museum Curator's Name],

I am writing to formally express my intention to donate a personal artifact to [Museum Name] to support its extensive collections. The artifact is a [description of the artifact, e.g., "a handwoven rug from the 19th century"] that holds significant historical value.

My connection to this item is deeply personal as it has been in my family for generations. I believe that it will enrich the museum's collection and contribute to [specific thematic aspects, e.g., "the understanding of local heritage"].

Upon your acceptance, I will provide any necessary documentation regarding the provenance of the artifact. I am looking forward to collaborating with [Museum Name] to ensure the artifact is preserved and showcased appropriately.

Thank you for your consideration. I hope to hear from you soon.

Sincerely,

[Your Name]