

Artifact Loan Request for Museum Exhibition

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Institution]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the loan of [describe artifact(s)], from [Lending Institution Name] for an upcoming exhibition titled "[Exhibition Title]" at [Your Institution Name]. The exhibition is scheduled to be held from [Exhibition Start Date] to [Exhibition End Date].

We believe that [describe how the artifact(s) will contribute to the exhibition and its theme]. We assure you that all necessary precautions will be taken to ensure the safety and security of the artifact(s) during the loan period.

If you could provide us with your terms and conditions for the loan, we would be grateful. Should you require any further information or documentation to process our request, please do not hesitate to ask.

Thank you for considering our request. We look forward to the possibility of collaborating with [Lending Institution Name] to make this exhibition a success.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]