

# Community Exhibit Loan Application

Date: \_\_\_\_\_

To: [Museum Name]

Address: [Museum Address]

City, State, Zip: [City, State, Zip]

Dear [Museum Curator/Director's Name],

We are writing to submit a loan application for our upcoming community exhibit, titled "*[Exhibit Title]*," which aims to engage and educate our local community on [brief description of the exhibit's theme or purpose].

We would like to request the loan of the following items from [Museum Name]:

- [Item 1 Description]
- [Item 2 Description]
- [Item 3 Description]

The exhibit is scheduled to be displayed from [start date] to [end date] at [Location]. We assure you that all items will be handled with the utmost care and will be returned in their original condition.

We appreciate your consideration of our request and look forward to the opportunity to collaborate with [Museum Name] for this important community endeavor.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] with any questions or further information needed.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Address]

[City, State, Zip]