

# Letter of Collection Addition

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Museum Name]

[Museum Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose the addition of a new collection to the [Exhibit Name] at [Museum Name]. After careful consideration and research, I believe that the inclusion of this collection will significantly enhance our current offerings and provide our visitors with a deeper understanding of [Subject/Theme].

Details of the Proposed Collection:

- **Collection Title:** [Title]
- **Items Included:** [Brief Description of Items]
- **Significance:** [Explanation of Importance]
- **Proposed Duration of Exhibit:** [Duration]

I would appreciate the opportunity to discuss this proposal in further detail and explore any logistical considerations necessary for the successful integration of this collection into our exhibit. Thank you for considering this addition to [Museum Name]. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Your Contact Information]