

Letter for Exhibit Duration Extension

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Museum Name]

[Museum Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an extension for the duration of the [Exhibit Name] currently on display at [Museum Name]. Originally scheduled to close on [Original Closing Date], we believe that an extended period would allow us to reach a wider audience and provide more educational opportunities for our visitors.

We have received positive feedback from attendees, and additional time would enable further engagement through [mention any planned activities, talks, or workshops]. Therefore, we propose extending the exhibit until [Proposed New Closing Date].

We appreciate your consideration of this request and look forward to your positive response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]