

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Board Chair's Name  
Museum Name  
Museum Address  
City, State, Zip Code

Dear [Board Chair's Name],

I hope this message finds you well. I am writing to formally request permission to attend the upcoming museum board meeting scheduled for [date]. As a [your position or relation to the museum], I believe my presence could contribute positively to the discussion on [specific agenda items, if any].

Thank you for considering my request. I look forward to the opportunity to participate and engage with fellow board members.

Sincerely,  
[Your Name]