

Dear [Recipient's Name],

I hope this letter finds you well. We are writing to inform you of our recent revisions to the museum exchange policy, aimed at enhancing collaboration and improving experiences for our partner institutions.

Revised Policy Highlights:

- Increased transparency in the evaluation process of proposed exchanges.
- Updated timelines for proposal submissions and approvals.
- Clarification of responsibilities regarding transportation and insurance of exchanged artifacts.
- Streamlined communication protocols for ongoing engagements.

We believe these changes will foster stronger partnerships and facilitate a more effective exchange program. A detailed document outlining the full revised policy is attached for your review.

Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued collaboration.

Sincerely,

[Your Name]
[Your Position]
[Museum Name]
[Contact Information]