

Exhibit Return Conditions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this letter finds you well. As we prepare for the upcoming return of the [Name of Exhibit] scheduled for [Return Date], we would like to outline the conditions and procedures for the return of the items.

Return Conditions:

1. All items must be returned by [specific return date].
2. Each item should be returned in its original condition, free from any damage or alterations.
3. Items must be packaged securely using appropriate materials to prevent damage during transit.
4. A detailed inventory list of returned items must accompany the shipment.
5. The sender is responsible for all shipping costs and arrangements.

Contact Information:

If you have any questions or need further assistance regarding the return process, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your cooperation and support in ensuring a smooth return process.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]

[Museum Address]