

Collaboration Request for Museum Exhibition

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am [Your Name], [Your Position] at [Your Institution/Organization]. We are in the process of organizing an upcoming exhibition titled "[Exhibition Title]," which aims to [briefly describe the theme and objectives of the exhibition].

After reviewing the impactful work that [Recipient's Institution/Organization] has been doing in the field of [relevant field], I am reaching out to explore the possibility of collaborating on this exhibition. We believe that your expertise and unique collections could significantly enhance the experience for our visitors.

We envision [describe how the collaboration could work, e.g., loaning objects, co-hosting events, etc.], which would not only enrich the exhibition but also promote both our organizations and foster community engagement.

We would love the opportunity to discuss this collaboration further and explore how we can work together effectively. Please let me know a convenient time for you to meet or have a call.

Thank you for considering this collaboration. I look forward to your positive response.

Warm regards,

[Your Name]

[Your Position]

[Your Institution/Organization]