

Letter of Acknowledgment for Equipment Handling and Security

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

We are writing to confirm our commitment to the proper handling and security of equipment for the upcoming exhibit, [Exhibit Name], scheduled to take place on [Exhibit Dates] at [Location].

As part of our responsibilities, we will ensure that:

- All equipment will be handled with care during transportation and setup.
- Security measures will be in place to protect all equipment before, during, and after the exhibit.
- Access to the equipment will be restricted to authorized personnel only.

Please acknowledge receipt of this letter and confirm your agreement with our outlined procedures.

Thank you for your attention to this matter. We look forward to a successful exhibit.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]