

Exhibition Proposal Letter

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Institution Address]

[City, State, Zip Code]

Subject: Proposal for Traveling Exhibition

Dear [Recipient Name],

I am writing to propose a traveling exhibition titled "[Exhibition Title]," which aims to showcase [brief description of the exhibition theme and purpose]. This exhibition would feature [number] selected pieces from [your organization's collections], highlighting [key aspects or stories behind the collections].

We believe that this exhibition will provide a unique opportunity for audiences to engage with [subject matter] and encourage discussions about [relevant themes]. The exhibition will include [list of main components, such as artifacts, interactive displays, educational programs, etc.].

We are excited to collaborate with [Recipient Institution's name] and would like to explore potential arrangements, including [mention any specific requests such as funding, space requirements, transportation, etc.].

Thank you for considering this proposal. I look forward to the possibility of working together to bring this exhibition to life.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]