Joint Exhibit Arrangement

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Museum/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. We at [Your Museum/Organization Name] are excited about the possibility of collaborating with [Recipient Museum/Organization Name] for a joint exhibit titled "[Exhibit Title]."

We believe that combining our collections will create a unique opportunity to engage and educate our visitors on [Exhibit Theme/Focus]. Our proposed timeline for the exhibit would be from [Start Date] to [End Date], and we envision showcasing [brief description of the exhibits and items to be included].

We would love to discuss this collaboration further, including logistics, shared responsibilities, and promotional efforts. Please let us know your availability for a meeting or phone call in the coming weeks.

Thank you for considering this partnership. We look forward to the opportunity to work together and create an exciting experience for our audiences.

Sincerely,

[Your Name]

[Your Title]

[Your Museum/Organization Name]

[Phone Number]

[Email Address]