

Deaccession Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the recent decision made by [Museum's Name] regarding our collection.

After careful consideration and in accordance with our collection management policy, we have decided to deaccession the following item(s) from our collection:

- [Item Description 1]
- [Item Description 2]
- [Item Description 3]

The rationale behind this decision is [insert reason for deaccessioning]. We believe this action will allow us to [insert any future plans or improvements].

We appreciate your understanding and support as we move forward with this process. If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]