

Documentation Request for Artifact Appraisal

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution/Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Institution/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request documentation related to the appraisal of artifacts held in your collection. As part of our upcoming project on [insert project topic], we are keen to evaluate the historical significance and value of certain artifacts attributed to your institution.

Specifically, we would appreciate access to the following information:

- [Specify the artifact(s) or collection(s) you are interested in]
- [Any specific documents such as previous appraisals, provenance records, etc.]
- [Any additional information you may require]

We believe that this information will be instrumental in ensuring a thorough and accurate appraisal process. Should you have any questions or require further details regarding our request, please do not hesitate to contact me directly.

Thank you for your attention to this matter, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]