

Confirmation of Guest Artist Engagement

Date: [Insert Date]

[Artist's Name]

[Artist's Address]

[City, State, Zip Code]

Dear [Artist's Name],

We are pleased to confirm your engagement as a guest artist at [Museum Name]. We believe your contributions will greatly enrich our exhibition/program.

Details of Engagement:

- **Event Date:** [Insert Event Date]
- **Time:** [Insert Time]
- **Location:** [Insert Museum Location]
- **Artist Fee:** [Insert Amount]

Please let us know if you have any specific requirements or materials that you would like us to provide.

We look forward to your participation and are excited to showcase your work. Should you have any further questions, feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Museum Address]

[Contact Information]