

# Application for Museum Exhibition Extension

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Institution]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for our current exhibition, [Exhibition Title], scheduled to end on [Original End Date]. We believe that extending the duration of our exhibition will provide us with the opportunity to forge new partnerships and further engage our community.

During the past months, we have received overwhelming interest and attendance, highlighting the exhibition's impact. By extending the exhibition, we can also incorporate collaborative programming and educational activities with local organizations, enhancing our reach and relevance.

We propose to extend the exhibition until [Proposed New End Date] to capitalize on this momentum. We would love to discuss potential partnerships with [Specific Organizations or Groups] to enrich the public's experience.

Thank you for considering our proposal. I look forward to your positive response and the opportunity to discuss this further.

Sincerely,

[Your Name]  
[Your Position]  
[Your Institution]