

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Museum Name]

[Museum Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the possibility of extending the current exhibition, [Exhibition Name], at [Museum Name], specifically in relation to its potential for educational programs.

Our institution, [Your Institution Name], is keenly interested in incorporating this exhibition into our curriculum and providing our students with a unique learning experience. We believe that extending the exhibition would greatly benefit not only our students but also the broader educational community.

Please let us know if there are opportunities for collaboration or if an extension is feasible. We would be eager to discuss how we can contribute to the continued success of this exhibition.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Institution Name]