

Letter of Justification for Exhibition Extension

[Your Name]

[Your Position]

[Your Institution/Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension for the current exhibition, "[Exhibition Title]," which is set to conclude on [Original End Date]. We believe that an extension until [Proposed New End Date] would provide significant benefits for both our organization and the museum.

The primary reason for this request is to enhance promotional efforts around the exhibition. Since its opening, we have received overwhelming visitor feedback and interest, which suggests a strong potential to attract an even larger audience through extended marketing initiatives. We have planned various promotional activities, including [briefly list promotional activities, e.g., workshops, guided tours, social media campaigns], which would further enrich visitor engagement.

Moreover, extending the exhibition will allow us to collaborate with local schools and community organizations, providing educational opportunities that can significantly elevate our outreach and impact.

We are committed to ensuring that this extension results in a mutually beneficial experience for both our institution and the museum. We appreciate your consideration of this request and look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization]