

Request for Extension of Museum Exhibition

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Organization/Institution]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Position]
[Museum Name]
[Museum Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an extension of the current exhibition, "[Exhibition Title]," scheduled to conclude on [Current End Date]. Due to the overwhelming public interest and engagement we have witnessed, an extension would provide additional opportunities for our community to experience this invaluable collection.

We have received positive feedback from visitors and have seen a notable increase in attendance, particularly among [specific groups, e.g., students, families, etc.]. Extending the exhibition would allow us to implement further educational programs and interactive events that align with the exhibition's themes.

We believe that additional time would not only benefit the public but also enhance the museum's reputation as a hub for cultural engagement. We propose to extend the exhibition by [number of weeks/months], which we think will yield significant benefits for both the museum and the community.

Thank you for considering our request. I am happy to discuss this matter further at your earliest convenience. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Organization/Institution]
[Your Phone Number]
[Your Email Address]