

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

[Recipient Name]  
[Recipient Title]  
[Museum Name]  
[Museum Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an extension for the current exhibition, [Exhibition Title], scheduled to close on [Original Closing Date]. Due to an overwhelming response and high attendance rates, we believe that extending the exhibition would allow more visitors to engage with the collection and appreciate its significance.

Since its opening, we have seen a remarkable increase in attendance, surpassing our initial projections by [insert percentage or number]. This enthusiastic turnout highlights the public's interest and supports our goal of making art accessible to a broader audience.

We propose extending the exhibition until [Proposed New Closing Date]. This additional time would not only benefit the museum but also enhance visitor experience. We assure you that we will continue to staff the exhibition and maintain its standards throughout the extension period.

Thank you for considering our request. I look forward to your positive response and am available for further discussion at your convenience.

Sincerely,

[Your Name]  
[Your Title]