

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the guidelines and requirements for submitting artwork for the upcoming art exhibition organized by [Organization Name]. As an artist passionate about [briefly describe your artistic focus or medium], I am eager to participate and showcase my work.

Could you please provide me with the application guidelines and any specific criteria that need to be followed? Additionally, I would appreciate any information regarding deadlines, submission formats, and any fees involved.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]