

Dear [Donor's Name],

I hope this message finds you well. I am writing to you on behalf of [Organization Name], an arts organization dedicated to [brief description of mission]. We are excited to announce our upcoming exhibition titled "[Exhibition Title]," which will take place on [dates] at [venue].

This exhibition aims to [brief description of the exhibition's goals and significance]. To bring this vision to life, we are seeking support from passionate individuals and organizations like yours.

Your generous contribution will help us cover costs associated with [list specific expenses such as venue rental, artist fees, marketing, etc.]. In recognition of your support, we would be honored to [mention any recognition opportunities, such as listing in the program, etc.].

Thank you for considering our request. We would love the opportunity to discuss this further or answer any questions you may have. Please feel free to reach out to me directly at [your contact information].

Warm regards,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]

[Phone Number]

[Email Address]