

Donation Request for Temporary Exhibit Funding

[Your Name]
[Your Position]
[Museum Name]
[Museum Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Donor's Name]
[Donor's Position]
[Donor's Organization]
[Donor's Address]
[City, State, Zip Code]

Dear [Donor's Name],

I hope this letter finds you well. I am writing to you on behalf of [Museum Name], where we strive to educate and inspire our community through the arts and culture. We are excited to announce an upcoming temporary exhibit titled "[Exhibit Title]," which will run from [Start Date] to [End Date].

This exhibit aims to [briefly state the goals and significance of the exhibit]. To bring this vision to life, we are seeking funding to cover various aspects such as [list specific items like installation, educational programs, or marketing].

Your support would play a crucial role in making this exhibit a reality. We are reaching out to valued community partners like yourself to request a donation of [specific amount or range], which would help us achieve our funding goals.

We would love the opportunity to discuss this further and explore how you can help us create a meaningful experience for our visitors. Thank you for considering our request.

Warm regards,
[Your Name]
[Your Position]
[Museum Name]