Sample Exhibition Artwork Loan Approval Letter

[Your Name]

[Your Title]

[Artistic Affairs Department Name]

[Gallery/Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Date]

[Art Lender's Name]

[Art Lender's Address]

[City, State, ZIP Code]

Dear [Art Lender's Name],

Subject: Exhibition Artwork Loan Approval

I am pleased to inform you that your artwork loan request for our upcoming exhibition, "[Exhibition Name]," has been approved. Your contribution to our artistic endeavors is highly appreciated.

Please review the attached exhibition artwork loan approval details, including loan period, handling instructions, and insurance arrangements. If you have any questions or need further information, please contact our artistic affairs department.

We look forward to showcasing your artwork and sharing it with our audience.

Best regards,

[Your Name]

[Your Title]