[TO BE PRINTED ON HEADED PAPER]

[NAME OF MUSEUM]

[Street Address]

[Town/City]

[Province/County]

[Postal Code]

[Country]

[Location], [Month Day], 2024

**Loan request: Claude Monet, *Paysage*, March 20 – June 21, 2024**

Dear [INSERT NAME OF MUSEUM DIRECTOR]

Thank you very much for your kind request to borrow the artwork *Paysage* by Claude Monet, oil on canvas, 40 x 50 cm from our collection.

It gives me great pleasure to inform you that our Board of Trustees has agreed to lend you the work for inclusion in your upcoming [INSERT EXHIBITION TITLE] exhibition at Museo Mustermann. We are certain our work will be in great company alongside other loans in the exhibition, and we look forward to attending the opening event.

For any questions regarding the loan agreement, transportation and insurance, please contact [INSERT NAME OF YOUR REGISTRAR] at [REGISTRAR’S EMAIL ADDRESS].

Kind regards,

[DIRECTOR’S SIGNATURE]

[DIRECTOR’S NAME]

[ROLE/TITLE/POSIITON *e.g. Museum Director*]

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**Loan request: Claude Monet, *Paysage*, March 20 – June 21, 2024**

Dear [INSERT NAME OF MUSEUM DIRECTOR]

Thank you very much for your kind request to borrow the artwork *Paysage* by Claude Monet, oil on canvas, 40 x 50 cm from our collection.

I am delighted to inform you that we are pleased to lend you the artwork for inclusion in your upcoming [INSERT EXHIBITION TITLE] exhibition at [INSERT MUSEUM NAME]. However, please be aware that due to the delicate condition of this masterpiece, our approval is subject to the following conditions:

* Before the exhibition, the artwork must undergo professional restoration to ensure its resilience during transportation, handling, and display. The restoration will be carried out by [INSERT NAME OF PREFERRED CONSERVATOR, EMAIL ADDRESS AND PHONE NUMBER]. The costs for this intervention will be shared equally between [INSERT MUSEUM NAME] and us as the lender. Please find attached an estimate of the costs for this restoration.
* A courier will be dispatched to [INSERT MUSEUM NAME] to oversee the installation and dismantling at the exhibition venue.

Please kindly confirm your understanding and consent to the above loan conditions to [INSERT NAME OF YOUR REGISTRAR] at [REGISTRAR’S EMAIL ADDRESS]. [REGISTRAR’S NAME] will also be able to assist you with the execution of the loan agreement, transportation, and insurance arrangements.

Kind regards,

[DIRECTOR’S SIGNATURE]

[DIRECTOR’S NAME]   
[ROLE/TITLE/POSIITON *e.g. Museum Director*]

Enclosed:

- Costs estimate for restoration