[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 for inclusion in your upcoming [INSERT EXHIBITION TITLE] exhibition.

Unfortunately, we are unable to lend it to you for the dates specified. This work is already scheduled to go on loan to another institution in the Spring of 2024.

[OR ALTERNATIVELY, INDICATE OTHER REASONS, AS APPLICABLE. FOR EXAMPLE*: Unfortunately, the very fragile condition of this masterpiece and its importance within our collection makes it unavailable for loan.* OR: *Over the last year, this work has been travelling extensively with the touring exhibition* [INSERT EXHIBITION TITLE]. *For reasons of conservation, it must now return to our facility and will not be available for loan until the Summer of 2024*. OR: *This work is planned to be shown in our exhibition about the artist, scheduled to open in April 2024*]

I am very sorry to be delivering disappointing news. We hope you will find a suitable alternative. Wishing you all the best for your exhibition.

Kind regards,

[DIRECTOR’S SIGNATURE]

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

[TO BE PRINTED ON HEADED PAPER]

[NAME OF MUSEUM]

[Street Address]

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[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 Claude Monet’s artwork *Paysage* (1982), oil on canvas, 40 x 50 cm from our collection for inclusion in your upcoming [INSERT EXHIBITION TITLE] exhibition.

Unfortunately, we are unable to lend it to you for the dates specified. This work is already scheduled to go on loan to another institution in the Spring of 2024. [OR, IF YOU WISH, BE MORE SPECIFIC: *It is already scheduled to go on loan to the Musée d’Orsay in Paris for the “Les Impressionistes” exhibition, which will open on March 31, 2024.*]

[OR ALTERNATIVELY, INDICATE OTHER REASONS, AS APPLICABLE.]

Recognizing the significance of your project and the close relationship between our museums, we are eager to provide maximum support. As an alternative replacement for the unavailable Claude Monet’s *Paysage*, we would like to offer the following two works from our collection:

* Claude Monet, *Le jardin de Givenchy*, 1883, oil on canvas, 50 x 60 cm
* Claude Monet, *Fleurs*, 1880, oil on canvas, 73 x 96 cm

We have attached additional information about them for your reference. Please let us know if you are interested in borrowing one of these alternative artworks. Our registrar [INSERT REGISTRAR’S NAME] ([INSERT REGISTRAR EMAIL ADDRESS AND PHONE NUMBER]) will help you organize the loan agreement, transportation, and insurance.

Kind regards,

[DIRECTOR’S SIGNATURE]

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

Enclosed:

- Factsheet about Claude Monet’s *Le jardin de Givenchy* and *Fleurs*