

SAMPLE LETTER TO LENDER

(to be sent by certified or registered mail, return receipt requested)

ATTACHMENT 1

DATE

NAME

STREET

CITY, STATE, ZIP CODE

Dear (Name of Lender):

The (name of museum) Museum is in the process of updating its records regarding objects loaned to the museum where the loan agreement has expired, the loan has been in the museum's custody for more than ten (10) years, and the loan agreement does not provide for a longer term loan or another disposition.

Our records indicate you loaned the following to this museum:

(Description of artifact or object, including date loaned if known, and other information that may be appropriate.)

As the museum lacks the resources to continue to store and care for extended loans, we wish to return it to you. Please respond in writing to this letter, at the address indicated above, within ninety (90) days to resolve this issue.

If you do not respond in writing within ninety (90) days, the museum may take possession of the loan objects in accordance with Act 2242 of 2005.

The (name) Museum is grateful to you for your past support. If you have any questions regarding this matter, please contact the museum's collection staff at (XXX) 555-5555 (museum phone number). We look forward to hearing from you.

Sincerely,

NAME, TITLE

NAME OF MUSEUM