

SAMPLE LETTER TO LENDER

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

ATTACHMENT 2

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.)

The museum has cared for the referenced objects for \_\_\_\_\_ years. These objects are important to the museum's mission as we interpret \_\_\_\_\_. I have enclosed a donor form if you are interested in donating these items to the museum. Please sign and return the form within ninety (90) days to resolve this issue. Failure to respond will result in your loss of said property in accordance with the Museum Property Act (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