

This past spring, the XXXX Museum's curatorial staff surveyed available space in our collections storage area. Due to our increasing collections and finite space, we must return extended loan objects that we do not foresee exhibiting. As you are aware, XXXXXXXXXX by XXXXXXXXXX falls into this category.

The loan agreement for 2009 will expire on December 31, 2009. Term 8 on the reverse of the extended loan form states, "If the Museum, after making reasonable attempts and efforts, is unable to return the work within sixty (60) days after the termination of this loan, then the Museum shall have the absolute right to place the work in storage." Such storage, would be off-site, a location other than the museum building.

We would like to return the work to you or your representative. If we are unable to deliver the work to you by March 31, 2010, we will make arrangements to store the work in an art storage facility in Philadelphia at your expense.

We appreciate your generosity in making the drawing available to us and regret that we cannot keep it here beyond March 31st. I will be happy to work with you regarding shipping arrangements. If you let me know what time frame best suits you, I will make the arrangements to return it to you. In that regard, I look forward to hearing from you.

Most Sincerely,

YOUR NAME
Associate Registrar
Rights & Reproductions Coordinator