

Dear XXXX,

Thank you for placing works of art from your collection on extended loan to the Museum. We appreciate your generosity in allowing us to include the works in our galleries when we have been able to hang them.

This past spring, the Museum's curatorial staff surveyed insurance values for objects on extended loan. Due to increased insurance costs and fiscal constraints, we must return extended loan objects we cannot afford to insure in 2011.

We would like to return the works to you or your authorized representative. If we are unable to deliver the work to you by March 31, 2011, in accordance with the loan agreement 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 works from your collection available to us for so long and regret that we cannot keep them 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 them. In that regard, I look forward to hearing from you.

Most Sincerely,

YOUR NAME
Associate Registrar
Rights & Reproductions Coordinator