

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Gallery or Organization Name]  
[Gallery Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to submit my artwork for consideration in the [Name of Art Exhibition] taking place on [Exhibition Dates].

I am a [brief introduction about yourself as an artist, including your medium and style]. My body of work explores [briefly describe the theme or concept of your work].

Enclosed, please find the following materials for your review:

1. A portfolio of my recent artworks (attach or provide a link)
2. An artist statement outlining my vision and approach
3. A CV detailing my exhibition history and accomplishments
4. [Any additional materials, if necessary]

Thank you for considering my submission. I look forward to the opportunity to contribute to this exhibition.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]