[INSERT SCHOOL/ORGANISATION ADDRESS]

[INSERT MUSEUM ADDRESS]

[INSERT DATE]

Dear [INSERT NAME OF MUSEUM],

We are [INSERT YEAR, CLASS OR GROUP] at [SCHOOL/ ORGANISATION NAME] and we are writing because we want to take over [MUSEUM NAME]!

We would really love to be part of Kids in Museums Takeover Day 2023.

Takeover Day is when museums, galleries, historic homes, archives and heritage sites invite young people in to take over jobs normally done by adults. This year the national event is on Friday 17 November 2023, but you can take part any time.

Kids/ young people [delete as appropriate] can become tour guides, welcome hosts, curators, shop assistants, cleaners, press officers and even more! We could co-curate a display or exhibition, help design new resources or events for children/young people [delete as appropriate], create merchandise for the shop, give feedback or take over your social media channels.

Why should we take over? We think we can give a fresh perspective on your site and let you know what children/young people [delete as appropriate] really want from museums. We would love to go behind-the-scenes, meet all your staff and learn about their roles. Not to mention, it should be really FUN!

Plus Kids in Museums can provide free guidance and materials, including free stickers and downloadable posters and certificates for us. They have dozens of resources on their website, including a step-by-step video guide and template timetable for the day. Visit their website to find out more: [www.kidsinmuseums.org.uk/takeover-day/](http://www.kidsinmuseums.org.uk/takeover-day/)

Thank you taking the time to read our letter. We look forward to hearing from you and hopefully taking over!

Yours faithfully,

[INSERT YEAR, CLASS OR GROUP] at [SCHOOL/ ORGANISATION NAME]