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SAMPLE

Letter confirming sale of an artwork

Artist's address

Date

Dear _____

I am happy to confirm the sale of my work entitled [insert title] to you, for the sum of [insert price].

The piece is [insert medium, size, and any other relevant information].

On the sale of an artwork, while the ownership of the piece passes to the purchaser, the artist by law retains the copyright. This means that should you ever wish to reproduce the work, my permission would be needed. You could contact me at the above address, [or through IVARO (the Irish Visual Artists' Rights Organisation), of which I am a member.]

I appreciate that you have chosen to purchase one of my works, and hope it gives you pleasure.

Yours sincerely,

Signed by the artist