

# Community Theatre

Date: [Insert Date]

Dear [Actor's Name],

Congratulations! We are delighted to inform you that you have been accepted for a role in our upcoming production of [Production Name]. Your audition impressed us greatly, and we believe you will be a fantastic addition to our cast.

The first rehearsal will be held on [Date] at [Time]. Please arrive at [Location] on time. If you have any questions or need further information, feel free to reach out to us.

We look forward to working with you and creating a wonderful performance together!

Best regards,  
[Your Name]  
[Your Position]  
Community Theatre