

# Dear [Actor's Name],

We are pleased to inform you that you have been selected for a role in our upcoming production of *[Play Title]* at [Theatre Name]. Your audition was impressive, and we believe you will contribute greatly to the success of this production.

Performance Dates: [Dates]

Rehearsal Schedule: [Rehearsal Dates and Times]

Location: [Theatre Address]

Please confirm your acceptance of this role by [Confirmation Deadline]. Should you have any questions or require further information, do not hesitate to reach out to us.

We are excited to work with you and look forward to an incredible journey together in bringing this production to life!

Best regards,

[Director's Name]

[Theatre Name]

[Contact Information]