

Congratulations!

Dear [Actor's Name],

We are thrilled to inform you that you have been cast in the lead role of [Role Name] for our upcoming production of [Play Title]. Your audition was exceptional, and we believe you will bring great depth to the character.

Please review the following details:

- **Rehearsal Start Date:** [Date]
- **Performance Dates:** [Dates]
- **Location:** [Theatre Name and Address]

We look forward to working with you and bringing this production to life. Please confirm your acceptance of the role by [Confirmation Deadline].

Best regards,

[Your Name]

[Your Title]

[Theatre Name]