

Acceptance of Audition for Supporting Role

Date: [Insert Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

We are pleased to inform you that we would like to offer you a supporting role in our upcoming production of "[Production Title]." Your audition showcased your talent and we believe you will make a valuable addition to our cast.

The details of your role are as follows:

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

Please confirm your acceptance of this role by [Response Due Date]. If you have any questions or need any further information, feel free to reach out to us.

We look forward to working with you!

Sincerely,

[Director's Name]

[Theatre Company Name]

[Contact Information]