

Media Talent Assessment Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected for a media talent assessment scheduled for [Insert Date and Time]. This assessment will take place at [Insert Venue/Platform].

The purpose of this assessment is to evaluate your skills and suitability for upcoming projects within our organization. Please come prepared to showcase your talents and experience.

Kindly confirm your attendance by [Insert Date], and do not hesitate to reach out if you have any questions or need further assistance.

We look forward to meeting you and exploring the possibilities of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]