

Theater Production Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Theater/Organization Name]

[Theater Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to propose our upcoming theater production, **[Production Title]**, for a touring engagement at your esteemed venue. This production is a [brief description of the genre and theme of the play], aimed at [target audience].

Our team is composed of talented artists, including [mention key cast members or director], and we have received [mention any accolades or notable reviews]. The performance runs approximately [duration] and is designed to engage audiences through [describe unique elements of the production].

We believe that your theater would be an excellent fit for our production, and we would be thrilled to collaborate with you. We are flexible with performance dates and can tailor aspects of the show to suit your venue's needs.

Attached are additional details regarding the production, including technical requirements, promotional materials, and potential scheduling options. We would love the opportunity to discuss this proposal further and explore how we can bring **[Production Title]** to your audience.

Thank you for considering our proposal. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]