

Theatrical Proposal for Rehearsal Updates and Changes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title/Position]

[Theatre Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide an update regarding the upcoming rehearsals for [Name of the Production]. As we approach our first performance, it is crucial to ensure that all cast and crew members are informed of the latest changes to our rehearsal schedule and any important updates.

Rehearsal Updates

- **Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

Changes to Notes

Please note the following important changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We appreciate your flexibility and commitment to making [Name of the Production] a success. If you have any questions or need further clarification regarding the updates, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Theatre Company/Organization Name]

[Your Contact Information]