

Acting Position Offer Letter

Date: [Insert Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

We are pleased to offer you the role of [Character Name] in our upcoming musical, "[Musical Title]." Your audition on [Audition Date] showcased your remarkable talent, and we are excited about the prospect of having you in our cast.

The production will take place at [Venue/Location] and rehearsals will begin on [Start Date]. The performance dates are scheduled for [Performance Dates]. This role is a [Brief Description of the Role or Character].

As part of the production, you will receive a compensation of [Compensation Details]. We also offer [Any Additional Benefits, e.g., travel expenses, complimentary tickets].

Please sign and return this letter by [Response Deadline] to confirm your acceptance of this offer. We are thrilled at the possibility of working with you and look forward to an unforgettable production.

Congratulations once again!

Sincerely,

[Your Name]

[Your Title]

[Theatre/Production Company Name]

[Contact Information]

Accepted by:

[Actor's Signature] _____

Date: _____