

# Acting Position Offer

Date: [Insert Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

We are pleased to inform you that you have been selected for the role of [Character's Name] in our upcoming short film, titled "[Film Title]." After careful consideration, we believe that your talent and experience make you an ideal fit for this role.

Details of the position are as follows:

- **Role:** [Character's Name]
- **Director:** [Director's Name]
- **Shooting Dates:** [Insert Dates]
- **Location:** [Insert Location]
- **Compensation:** [Insert Compensation Details]

Please confirm your acceptance of this offer by signing and returning this letter by [Insert Deadline Date]. We are excited about the opportunity to work with you and look forward to a successful collaboration.

Thank you, and we hope to hear from you soon!

Sincerely,

[Your Name]

[Your Title]

[Production Company Name]

[Contact Information]