

Acting Position Offer

Date: [Insert Date]

[Actor's Name]

[Actor's Address]

[City, State, Zip Code]

Dear [Actor's Name],

We are pleased to offer you the position of [Character Name] in our upcoming television series, titled "[Series Title]." We believe that your talent and experience will greatly contribute to the success of this project.

Details of the offer are as follows:

- **Character:** [Character Name]
- **Role Type:** [Lead/Supporting/etc.]
- **Start Date:** [Start Date]
- **Location:** [Filming Location]
- **Compensation:** [Salary/Per Episode Details]

Please confirm your acceptance of this offer by signing and returning this letter by [Response Deadline]. We are excited about the opportunity to work with you and look forward to your positive response.

Warm regards,

[Your Name]

[Your Title]

[Production Company Name]

[Contact Information]