

Offer of Acting Position

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 production of [Production Title], directed by [Director's Name]. Your audition impressed us greatly, and we believe you will bring a unique perspective to the character.

Performance dates are scheduled for [Insert Dates], with rehearsals beginning on [Insert Rehearsal Start Date]. Please find the rehearsal schedule attached for your reference.

Compensation for your participation will be [Insert Payment Details]. We are excited to collaborate with you on this project and look forward to your acceptance of this offer.

Please confirm your acceptance of this role by [Insert Deadline Date]. If you have any questions or require further information, feel free to reach out to us at [Contact Information].

Thank you for considering this opportunity. We are eager to work together and create something extraordinary!

Sincerely,

[Your Name]

[Your Title]

[Theater Company Name]

[Contact Information]