

# Acting Position Offer

Date: [Insert Date]

To: [Actor's Name]

[Actor's Address]

Dear [Actor's Name],

We are pleased to inform you that you have been selected for an acting position in our upcoming web series, titled "[**Web Series Title**]". After carefully reviewing your audition, we believe that your talents align perfectly with our vision for the character of "[**Character Name**]".

Your role will involve [brief description of the character and role expectations]. We are confident that you will bring depth and authenticity to the character.

Details of the engagement are as follows:

- **Position:** Actor
- **Project:** [Web Series Title]
- **Start Date:** [Insert Start Date]
- **Location:** [Insert Filming Location]
- **Compensation:** [Insert Compensation Details]

We would appreciate it if you could confirm your acceptance of this offer by [Insert Response Deadline]. If you have any questions or require further information, please do not hesitate to reach out.

We look forward to having you on board and creating something special together!

Sincerely,

[Your Name]

[Your Title]

[Production Company Name]

[Contact Information]