**Another format,**[Email Format]

To: name@email.com

From: name@email.com

***Subject: Auditions Announcement Letter***

Dear Students,

I am writing this letter to inform you that we will be running production of (Institute/Theater name), the musical. Auditions will commence on (date) at the College Amphitheatre from (Time to Time). Students interested in participating may collect a letter of absence from my office at their earliest convenience. (Describe in your own words).

(Institute/Theater name) was originally an English production with heavy influences from a Pop group (name). Given the extensive focus on songs, students who have a good voice will be given preference. (Explain the actual cause and situation).

All those interested can pick up a copy of the script from the Theater Club at the earliest. In addition, we require students to help out with props, costumes, and other backstage tasks. All those interested in such capacity can sign up at my office before the end of this week. (Describe your requirements). For further inquiries regarding the play, you can contact the Theater Club or visit me directly at my office.

Yours Sincerely,

Your name…

Contact information…