Auditions Announcement Letter Template

To,

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\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_(Date on which letter is written)

From,

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_

Sub: \_\_\_\_\_\_\_\_\_\_\_

Dear Students,

I am pleased to announce that auditions for the play \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the play) will commence from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (date). The play is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (theme of the play).

There are a total of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (no. of characters) required for the play, with additional personnel required for the band, backstage support staff and logistics. All those interested in auditioning for the acting roles as well as the band, please be sure to collect the documents from the front desk of the theater club at your earliest. For further inquiries, you can contact me directly at my office after school.

Regards

\_\_\_\_\_\_\_\_\_\_\_