**Sample Auditions Announcement Letter Format**

[An Audition Announcement Letter is written by the person who is in charge of organizing the whole event. A successful audition announcement letter also contains the rules or criteria necessary for the audition including eligibility requirements as well as other miscellaneous information such as means of communication, venue etc.]

To,

The Students…

High School/College name…

Address…

***Date: DD/MM/YY (Date on which letter is written)***

From,

Your name…

Institute name…

***Subject: Auditions Announcement***

Dear Students,

It is my pleasure to announce the commencement of the auditions for our annual play. This year, we will be performing [Perform type, e.g., The Merchant of Venice], one of William Shakespeare’s true classics. (Describe in your own words). The auditions will commence for the acting roles on (Date: DD/MM/YY) after the school ends while the auditions for the band will take place on (Date: DD/MM/YY).

There will be ten major roles, along with a host of supporting roles and additional extras will also be required. Those who wish to audition can pick up the script from the student desk at the theater club. (Explain the actual cause and situation). Additionally, we require students to aid with backstage preparations and props, and they can directly enroll themselves in my office during the lunch break. Students who are selected for their respective roles will have to devote two hours every day for practice.

Furthermore, you will be asked to attend practice sessions during the weekend for an extended duration. Those who are selected for the band will have their activities supervised by the Musical department. (Describe your requirements). For any further queries, you may visit my office at your convenience.

Sincerely,

Your name…

Theater Department…

Institute name…