Auditions Announcement Letter

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 a production of Mamma Mia, the musical. Auditions will commence on 20th May 2017 at the College Amphitheatre from 8 AM. Students interested in participating may collect a letter of absence from my office at their earliest convenience.

Mamma Mia was originally an English production with heavy influences from ABBA, the Swedish Pop group. It follows the journey of a woman, who embarks on a quest to find her father. Given the extensive focus on songs, students who have a good voice will be given preference.

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. For further inquiries regarding the play, you can contact the Theater Club or visit me directly at my office.

Yours Sincerely,

Jean Laurence