Auditions Announcement Letter

To,

The Students  
Fairbrook High School  
Beavercreek

Ohio

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

From,

Lesley King  
Theater Department

Fairbrook High School  
Beavercreek

Ohio

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 “The Merchant of Venice”, one of William Shakespeare’s true classics. The auditions will commence for the acting roles on 13th April, after the school ends while the auditions for the band will take place on 15th April.

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. 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. For any further queries, you may visit my office at your convenience.

Sincerely,

Lesley King