

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Festival Name]  
[Festival Address]  
[City, State, Zip Code]

Dear [Festival Coordinator's Name],  
I am submitting my film, "[Film Title]," for consideration in the  
[Festival Name]. Attached with this letter, you will find a DVD copy of  
the film along with the required submission materials.

Film Synopsis:

[Insert brief synopsis of your film here, ideally 2-3 sentences.]

Director's Biography:

[Insert a brief biography including your previous works, awards, or  
relevant experience.]

Film Details:

- Title: [Film Title]
- Duration: [Total Runtime]
- Genre: [Film Genre]
- Format: DVD

Thank you for considering "[Film Title]" for this year's festival. I am  
looking forward to the opportunity to showcase my work and participate in  
the vibrant community of filmmakers at [Festival Name].

Sincerely,

[Your Name]

[Your Title/Role] (if applicable)

[Optional: Your Website or Social Media Links]