

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Congratulations on your selection as a contestant for the upcoming episode of Jeopardy! We're excited to have you join us. Below are some important instructions and information to help you prepare for your appearance.

****1. Contestant Orientation:****

Please arrive at [Location] by [Time] on [Date] for our contestant orientation session. During this time, you will learn about the rules, format, and procedures of the game.

****2. What to Bring:****

- A valid photo ID
- [Any additional items, if needed]

****3. Dress Code:****

Contestants are required to dress in professional attire. Please avoid clothing with logos or highly distracting patterns.

****4. Game Day Schedule:****

Your taping date is scheduled for [Date]. You should arrive at [Location] by [Time] for check-in. The taping will start at [Time].

****5. Contestant Conduct:****

As a contestant, you are expected to adhere to the following:

- Be respectful to fellow contestants and staff
- Refrain from discussing answers or game strategies with others during the competition

If you have any questions or concerns, please do not hesitate to reach out via email or phone at [Your Phone Number].

We look forward to seeing you on stage!

Best regards,

[Your Name]
[Your Title]

Jeopardy! Production Team