

[Your Name]  
[Your Title/Position]  
[FZMovies Production Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Recipient Name],

We are excited to announce auditions for our upcoming film, [Film Title], produced by FZMovies. This is an excellent opportunity for aspiring actors and actresses to showcase their talent.

**\*\*Audition Details:\*\***

- **\*\*Date:\*\*** [Insert Date(s)]
- **\*\*Time:\*\*** [Insert Time(s)]
- **\*\*Location:\*\*** [Insert Location/Address]

**\*\*Character Breakdown:\*\***

- [Character Name] - [Brief Description]
- [Character Name] - [Brief Description]
- [Character Name] - [Brief Description]

Please prepare a [monologue/scene] of no more than [time limit] for your audition. Additionally, don't forget to bring a headshot and resume. To confirm your attendance, please reply to this email by [RSVP Date]. We look forward to seeing your performance and wish you the best of luck!

Best regards,

[Your Name]  
[Your Title/Position]  
[FZMovies Production Company Name]