

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

Dear [Casting Director's Name],

I am writing to express my interest in auditioning for [specific position, e.g., vocalist, dancer, etc.] with [Agency Name]. My name is [Your Name], and I am [your age] years old. I have been passionate about K-pop and performing arts for [number of years] years, and I believe that I possess the skills and dedication necessary to contribute to your agency.

I have trained in [list any relevant training or experience, e.g., singing, dancing, acting] and have performed in [mention any performances, events, or competitions]. My training has allowed me to develop a strong [mention specific skills or genres you excel in]. In addition to my artistic abilities, I am a hardworking, positive, and team-oriented individual who thrives in collaborative environments. I believe that being a part of [Agency Name] would provide me with invaluable opportunities for growth and expression in the K-pop industry. Please find attached my [include any relevant materials like resume, headshot, or demo link]. I would be grateful for the opportunity to audition and showcase my talents further. Thank you for considering my application.

I look forward to the possibility of working with you and contributing to [Agency Name].

Sincerely,
[Your Name]