

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Audition Coordinator's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Audition Coordinator's Name],

I am writing to express my interest in auditioning for a trainee position at [Company Name]. My name is [Your Name], and I am [Your Age] years old. I have a passion for K-pop and have been training in [list your skills: singing, dancing, etc.] for [number of years/months].

I am excited about the opportunity to join [Company Name] because [reason why you chose the company, e.g., its artists, values, training programs]. I believe that my dedication and enthusiasm for music and performance align with the goals of your company.

Attached to this letter is my audition application form, recent photographs, and a video link showcasing my talent. I appreciate your consideration and look forward to the possibility of contributing to the vibrant culture of [Company Name].

Thank you for your time.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]

[Attachment: Audition Application Form, Photos, Video Link]