**[Write Name Here] Date: 00/00/0000**

[Designation]

[Address]

[Contact]

**Dear Mr. [Write name here]**

I am pleased to announce that auditions are now open for the Christmas play we will be staging this year entitled, “White, White Christmas.”  The auditions will be held at the university auditorium on October 10-15, 8:00-9:00 AM and 4:00 to 6:00 PM.  Five major parts and twenty minor parts will be filled.

Only students of the university are entitled to audition and will be accepted for any role.  Those who will audition should be able to spend at least two hours of practice everyday, including some weekends until December.  Students who have full academic load and are busy with other extra-curricular activities will not be allowed to audition.

If you are interested to audition, please get a copy of the script at the department office and prepare to read a few lines from the script for the audition.  For inquiries, you may personally see me at my office.

Sincerely,

**[Write Complete Name Here]**

[Contact]