Sample Letters of Intent

For Production Team:

Dear _____,

We are thrilled that you're considering joining our team as POSITION on PLAY by PLAYWRIGHT that will run DATE through DATE at the PERFORMANCE VENUE. PLAY will be directed by DIRECTOR and produced by THEATRE COMPANY under leadership of ARTISTIC DIRECTOR / PRODUCER. We have PRODUCTION MANAGER on board, who will be your primary contact with us. We'll be rehearsing in REHEARSAL VENUE before moving to the PERFORMANCE VENUE for our load-in and tech on DATES. Opening night will be DATE and closing will be DATE, with a possible extension of TIME AMOUNT.

We are looking forward to the possibility of collaborating with you, and for your creative time and work, we can offer you a rate of $HOURLY FEE or $STIPEND. Your materials budget will be roughly $AMOUNT. Additionally, we will have a team of support, including STAGE MANAGER, ASSISTANT STAGE MANAGER, and/or OTHER DESIGN or PRODUCTION ASSISTANTS or INTERNS.

Please find the script attached. Thank you for your considered thought, and we hope to be talking with you soon. Please feel free to email me with any questions or further thought. Please respond by DATE.

For Performance Team:

Dear _____,

We are thrilled that you're considering joining our team as ROLE in PLAY by PLAYWRIGHT that will run DATE through DATE at the PERFORMANCE VENUE. PLAY will be directed by DIRECTOR and produced by THEATRE COMPANY under leadership of ARTISTIC DIRECTOR / PRODUCER. We'll be rehearsing in REHEARSAL VENUE before moving to the PERFORMANCE VENUE for our load-in and tech on DATES. Opening night will be DATE and closing will be DATE, with a possible extension of TIME AMOUNT.

We are looking forward to the possibility of collaborating with you, and for your creative time and work, we can offer you a rate of $HOURLY FEE or $STIPEND.

Please find the script attached. Thank you for your considered thought, and we hope to be talking with you soon. Please feel free to email me with any questions or further thought. Please respond by DATE.