

Dear **[ACTOR/AGENT NAME]**:

**[TOUR ADMINISTATOR]** and I look forward to meeting **[YOU/ACTOR NAME]** on **[DATE]** at **[TIME]** to be considered for the ‘Actors From The London Stage’ US tour of **[TITLE]**.

The meeting is at:

Notre Dame International

1 Suffolk Street

London

SW1Y 4HG

Would you please look at **[DESCRIPTION OF CHARACTER LINE/SCENE]**

**[ADDITIONAL QUESTIONS AS NEEDED INCLUDING]**

In order to obtain US Visas we are required to ask the following: “Have you ever been arrested? Do you have any reason to believe that something might be revealed during a Visa application, which would lead to further investigations by the US authorities?”

The tour will be begin on **[START DATE]** and end on **[END DATE]**.

UK rehearsal salary: £2,500 (five weeks)

Weekly tour salary: £550, plus $60 per diem

*(There will also be a pre-rehearsal read through at a mutually convenient time for which £100 will be paid.)*

Please would **[YOU/ACTOR NAME]** confirm this interview.

Many thanks,

[SIGNATURE 1] [SIGNATURE 2]

[TOUR ADMINISTATOR 1] [TOUR ADMINISTRATOR 2]



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