Sample Email to a <u>Casting Director</u>

Subject   **Introduce Yourself**   **Career Highlight/Update**   **Request audition**   **Link**

SUBJECT: Submission for _____ in {name of film}

Hey _____!

I'd like to be considered for the role of _____ in your feature/short film, "_____."

My work has taken me to the mountains of Colorado for a lead role in a dramatic feature film and to a palace in Croatia for a supporting role in a dramatic feature film inspired by a powerful true story from the 1900s! *[I'm also an experienced equestrian, specializing in stadium jumping].*

OR

Committed to continually honing my skills, I'm currently studying Improv with _____ theater.

I'd be honored to audition for you! *[I will not be in town for the audition dates but I'd be happy to submit a self-tape for your consideration].*

My headshot and resume are attached and you can [Click Here] to see my demo reel.

I appreciate your time, _____! *:-)*

[your full name]
Actress/Actor
www.[yourwebsite].com

Sample Email to a <u>Talent Agent</u>

Subject   **Introduce Yourself**   **Career Highlight/Update**   **Request meeting**   **Link**

SUBJECT: [name], quick question! :-)

Hey _____!

When I reached out to you about this time last year, you were not taking on new clients – *but I haven't forgotten you!* *:-)*

Since then, I've booked paid work on two short films and a web series *(all without the partnership of an agency, as my agent retired)*. Committed to continually honing my skills, I'm also currently studying improv with Rapid Fire Theater.

I'd love to meet to discuss the possibility of working together! You can see the short clip which earned me a nomination for "Best Performance by an Alberta Actress" on my website *(www.LauraLieben.com).*

If you're interested, please do let me know when a meeting might be possible.

I appreciate your time, [Agent's Name]!

[your full name]
Actress/Actor
www.[yourwebsite].com