

SAMPLE COVER LETTER

(Note: This is only a sample letter. Your letter should highlight your individualized outlook and assets.)

Actor Name
Actor Street Address
City, State and Zip
Actor e-mail
Actor Phone Number

Date

Name of Agent/Manager
Acting Agency Name
Street Address
City, State and Zip

Dear [Name of Agent/Manager],

I am preparing to graduate from the BFA Professional Actor Training Program at Missouri State University, and will be arriving permanently in Los Angeles in May.

I've researched your agency and the talent you represent, and would like to invite you to an industry **showcase** featuring myself and 13 other young talented actors from MSU. We will be performing April 12 at 7:30pm at the Falcon Theatre in Los Angeles. I am a talented, disciplined, and marketable performer ready to get to work.

I look forward to seeing you at the showcase, and hope to meet with you in a more personal forum in order to discuss representation. In the meantime, please visit our showcase link!

<http://theatreanddance.missouristate.edu/showcases/LA.htm>

Sincerely,

Your Name