From,

Ms Finnegan,

Show Organiser,

Rising Stars 2011,

Seattle

To,

Mr Marc,

Churchill Art Academy,

Seattle

Dear Mr Marc,

I, Ms Finnegan, the show organiser of ‘Rising Star 2011’ event, am writing this letter to convey you the acceptance of the application from the students of your academy for performing a Play during this event. The auditions gave us a peek at the glimpses of the talent in the students and we would be proud to showcase it in our event. We are expecting that the students from your academy shall portray the same kind of zeal, of which we caught glimpses in the audition.

The time allotted to the programming group from your academy and other details have been enclosed along with this letter. I would also like to elucidate that we shall be providing the props, costumes and other things needed for the show. So, please send us a detailed list of requirements from your side at the earliest. Looking forward for a breath taking Play program,

Yours faithfully,

Ms Finnegan