Email Templates

**Recruiting Email Template**

Dear [Actor’s Name or Pen-Name],

I’m [Your Name or Pen-Name], a director at Audio Fanfiction Library, a website where we turn fanfiction stories into audio podcasts. I [listened to your demo reel, listened to your audition clips] and I would love to have you play a role in an audio project I’m directing, if you’re interested.

The project is [Name of Project], based on [Project Fandom]. If you are not familiar with [Project Fandom] it is about [Brief Description of Fandom]. I’d like to offer you the role of [Character’s Name], [Brief Description of Character].

This is not a paid project, but you are welcome to put it on your resume and we’d love to have you involved in [Name of Project]. Please let me know by [Date One Week Later] if you’d be interested in playing [Name of Character].

Thanks so much for your time! I look forward to hearing from you!

Best,

[Your Name or Pen-Name]

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**Due Date Reminder Email Template (Sent out 1 Week before lines are due)**

Hello [Actor’s Name or Pen-Name],

This is just a reminder that your lines for [Name of Character] in [Name of Project] are due on [Due Date]. If for some reason you know you will not be able to turn in your lines by [Due Date], please let me know ASAP and I’m sure we can work something out.

If you have any questions, feel free to get in touch with me! I look forward to hearing your lines by [Due Date].

Best,

[Your Name or Pen-Name]

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**Overdue Line Reminder (Sent out 1 Week after lines were due)**

Hello [Actor’s Name or Pen-Name],

Hey, I’m just double-checking about whether you are still interested in playing [Name of Character] in [Name of Project]. The lines for [Name of Character] were due [Due Date]. If you are unable to play this role currently or are no longer interested in the project, please let me know as soon as possible and we will get the role recast. On the other hand, if you’d still like to play [Name of Character], please get in touch with me by [Date One Week Later].

If I don’t hear from you by [Date One Week Later], I will assume that you are no longer interested in this role and will re-open it so that it can be recast.

Hope to hear from you! I’d still love to have you involved in this project!

Best,

[Your Name or Pen-Name]