

[YOUR FULL NAME]

Voice Actor | [Union Status: e.g., SAG-AFTRA / Non-Union]

[Phone Number]

[Professional Email]

[Website/Portfolio Link]

[Home Studio Specs: e.g., SourceConnect/XLR Mic/Booth]

[Date]

[Casting Director Name / Studio Name]

[Studio Address/Department]

RE: [Project Name or Role Title]

Dear [Casting Director Name],

[Introduction: State the role you are applying for and how you heard about the project. Mention any direct referrals or previous work with the studio.]

[Experience: Detail your background in AAA gaming or high-end commercial work. Highlight specific vocal ranges, creature sounds, or motion capture experience relevant to this studio's style.]

[Technical Skills: Briefly mention your recording capabilities, ability to take direction via remote sessions, and stamina for long combat/exertion recording sessions.]

I have attached my [Character/Commercial] demo reel and my current resume for your consideration. I look forward to the possibility of collaborating with [Studio Name] on this production.

Best regards,

[Your Signature]

[Your Printed Name]

[Agent Name/Agency Contact, if applicable]