

COVER LETTER TO AN AGENT OR MANAGER

Purpose: Seeking Representation

Date

(3 blank lines)

Name of the Person, Title of Division
Name of the Agency or Management Company
Address
City, State, **(3 spaces)** Zip Code
(2-3 blank lines)

Dear Mr. /Ms. _____,
(2 blank lines)

(This is the body of the letter.) I'm currently seeking representation. **(Briefly introduce any industry referrals. Then, describe your current professional activity, relevant background, etc.)**

(New paragraph) Enclosed is a photo, resume and demo reel **(or provide a link to your demo)**. I look forward to meeting and working with you. I can be reached at (000)555-1212.
(2-3 blank lines)

Sincerely,

(5 blank lines where you sign your name)

Your Name
email
IMDb vanity url or website **(if available)**
(DO NOT ADD YOUR HOME ADDRESS)