



If you're not absolutely sure, call and find out if a gender-ambiguous name like "Terry" is a man or woman. It's a courtesy you should afford the person you're addressing.

Always have your contact information somewhere to be seen and easily found.

# JANE DOUGH

1501 Montrose  
Houston, TX 77101  
jdough@fakeisp.com  
555-555-9723

January 1, 2016

Terry Livingston, Literary Manager  
Looking For a Name Theatre Company  
Dallas, TX 22195

Let your reader know you read the solicitation.

If calling is not an option, start the letter this way.

Dear Terry Livingston:

In response to your solicitation in the Dramatists Guild e-Newsletter of December 15, 2016, I submit to you my full-length drama, *Dearly Departed*, a play set in New Orleans in the aftermath of Hurricane Katrina. This play won the 2015 Jane Chambers Playwriting Award and was a finalist for the Sundance Theatre Institute for Playwrights.

Let your reader know you're sending them the material they requested -- in this case, a full-length drama.

A production resume, SASE, and synopsis are enclosed.

If a detailed synopsis is requested, there's no need to go on about the play in the letter. If a detailed synopsis was not requested, describe the play more fully here.

Thank you for your consideration.

Sincerely,

Jane Dough

Let your reader know that you've sent all the support materials requested. Send a resume, regardless of whether they've asked or not. That way, you don't have to include too much personal information in your letter.

It's always a matter of personal preference, but you can never go wrong with a closing that is short and clean.

Cite the name of the play and genre.

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Note your most current address, phone number and email address. If they want to contact you, make it easy for them.

## Production History

### ***Dearly Departed*** (full-length drama)

Winner, Jane Chambers Playwriting Award (July, 2015)  
Finalist, 2008 Sundance Theatre Institute for Playwrights (May, 2013)  
Early scenes published in *The Best Stage Scenes of 2008*, Smith & Kraus, Inc. (April, 2013)

### ***Forty-Love, Roger*** (full-length drama)

Winner, Arthur Ashe Award (July, 2012)  
Finalist, 2008 Sundance Theatre Institute for Playwrights (May, 2012)

### ***Silly Billy*** (ten-minute play)

Boston Theatre Marathon (May, 2010)

### ***Daily Puppy Dot Com*** (full-length musical)

Summer Shorts Festival, Decatur, IL. (November, 2009)  
Turnip Theatre Festival, New York City, Equity Showcase (September 2009)

## Awards

Residency MacDowell Colony (January 2014)  
Texas State Foundation for the Arts, Artists Grant (January, 2011)  
The Young Playwrights Award, Texas Education Theatre Association (May, 2007)

## Member Associations

Dramatists Guild of America, Associate Member  
Minneapolis Playwrights Center  
Writers Focusing Writers, Houston, TX  
Austin Scriptworks, Austin, TX

## Education

MFA in Playwriting, University of Houston (with Edward Albee) (May, 2006)  
BFA in Acting, The University of Michigan (May, 2003)

Cite publications as if they were productions. Why not let whoever know that your work's been published?

Cite the name of the theatre that produced the play and where it was produced.

Because a lot of theatres are specific about the kind of second production they'll provide, note the nature of the production.

Date your events from the most recent to the least recent.

Professional memberships, education, writers groups you belong to and the like should be noted.

List your degrees and any courses you may have taken related to play or music writing.