

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Address Line		
City, State Zip Code		

Re: Review of Play

Dear :

Last night, I had the immense pleasure of seeing the play, *Footsteps*. *Footsteps* is the story of Bernard, who is trying to find his way around a new city and all the while making friends and enemies that change not only how he views the world but himself. Though I had heard wonderful things about this play, nothing could prepare me for the experience of sitting only feet away from the production. Though I was not on stage, the performers poured so much emotion into their characters and so much reality into the plot, that I felt as though the play was being performed especially for me. I felt myself crying, laughing, and fighting alongside the characters. This play was very well written and directed. The casting was terrific, and the set design looked as though someone had uprooted the asphalt and buildings of a busy city street. I highly recommend that everyone go see *Footsteps*.

Sincerely,

N A M E