



Presenter Letterhead

Date

Tour Coordinator
Address

Dear Sir or Madam:

I am writing to confirm our intent to present Artist/Project Name. We are interested in Activities (residency, performance/s, workshops/s) for Date. Artist/Project Name would receive a fee of Dollars. Below is all of the information you and NEFA should need:



- Presenter name:**
- Contact Name:**
- Dates of Engagement:**
- Performance Space if different than Presenter:**
- Artist Fee:**
- Residency:**
- Rehearsal/Tech:**
- Performance Day(s) Time(s):**

Sincerely,

Name
Job Title

