

[Date]

[Talent Name]

[Talent Address]

[City, State, Zip Code]

Subject: Renewal of Dormant Registration Status

Dear [Talent Name],

Our records indicate that your profile in the [Agency/Organization Name] talent database is currently set to "Dormant" status. We are writing to invite you to renew your registration and reactivate your profile for the upcoming [Year/Period].

Keeping your registration active ensures that you remain eligible for potential opportunities, casting calls, and professional engagements managed by our organization. To maintain your status, please provide the following:

- Updated contact information (if changed).
- Your most recent portfolio, reel, or resume.
- Current availability and location.

Please complete the renewal process by [Deadline Date]. You can renew your status by logging into your portal at [Website URL] or by replying directly to this email with your updated documents.

If you no longer wish to be registered with [Agency/Organization Name], please let us know so we can remove your information from our active files.

We look forward to working with you again.

Sincerely,

[Your Name/Department]

[Agency/Organization Name]

[Phone Number]

[Email Address]