

Dear Susan,

I am so excited that you have chosen to hostess a PREMIER DESIGNS JEWELRY SHOW! We are going to have so much fun, and I am really looking forward to spending time with you and your friends. Your show is scheduled for **Saturday, June 24th at 7:00 p.m.**

As soon as you receive this letter, please call me to confirm your show date and time. If for any reason this date will not work for you, please notify me at least three weeks before your show. Since this is my business and not just a hobby, I am sure you can understand how I would hate to miss a day of work, and not have enough time to replace a postponed or cancelled show with another. Plus, if it is necessary to reschedule, we want to be sure to find a good time that works for you. Certainly, I realize that things do happen, and I try to be as flexible as possible. Remember, when you hold your original date you get an extra **\$25 in FREE JEWELRY!**

If you have any questions at all, please do not hesitate to call me at (281) 123-4567 home # or (713) 456-7891 cell # or e-mail me at janjeweler@stone.rr.com. Thanks for your cooperation and understanding. You're going to love all the FREE JEWELRY you'll receive! We are going to have so much FUN!!!!!!

Happy to serve you!

Jan Jeweler

Your PREMIER DESIGNS JEWELER

P.S. I have enclosed a copy of your invitation for you to proofread. You may choose to personally hand out invitations that I send you, or send me a list of whom you want to invite and let me mail your invitations for you. Invitations need to be sent to your guests @ 2 weeks to 10 days prior to the date of your show. If you want me to mail your invitations for you then go ahead and send me your list as soon as possible. We try to have you invite 30 – 40 people (from different groups...ex. church, neighbors, friends, family, co-workers, etc.) since 1 out of 4 actually come and we are trying to have 10 people there to earn your **\$25 bonus in FREE JEWELRY!** Please call or e-mail me when you receive this letter and let me know what works best for you. You may e-mail your list to address listed above, fax them (Attn: Jan Jeweler) to (281)-123-5678, or mail them to the address below:

**Jan Jeweler
3616 Main St.
Stone, TX 77029**