

Dear

Well, the time has come!!! I'm so excited about your jewelry show on  
at ! You are going to win so much FREE jewelry!

The most important thing to do right now is work on your guest list. Be sure to over  
invite – try for 50 names! I'm happy to say that I will be sending out your invitations for  
you, so I've enclosed label sheets for your convenience. **I'll need your guest list by**  
, in order to prepare your invitations on time. Don't forget to include the full  
address, zip code and phone number.

As you know, I book shows six to eight months in advance, and if for some reason you  
are unable to get your list to me by , I do have a waiting list of ladies  
who could take your date, and we could reschedule your show at a more convenient  
time for you.

I'll be contacting you soon to go over the details of your show and pick up your guest  
list, but tell all your friends, neighbors, and family to mark their calendars NOW! If you  
have any questions between now and then, don't hesitate to call me at ( )  
. Remember, this is my JOB, and I will do all I can to make your show a suc-  
cess!!!

Sincerely,

Your Favorite Jewelry Lady