



Sample Email #3

After the Show

(To personalize, copy and paste the words below into an email.)

Dear (Host),

It was a pleasure having you as my hostess. I know you will be pleased with all of your selections.

Your order is scheduled to arrive by _____ (ex. UPS) on _____.
All of the items you and your guests ordered will be delivered to you, the host. The shipment may contain several large boxes. There are bags inside the boxes to help you separate the orders. I have enclosed the customer receipts to help you with this.

If you should have any questions or problems with your order, please contact me immediately.

If you have any additional orders or bookings, just give me a call to receive additional credit. You can even rebook yourself. Think about it!

Again, thank you for the opportunity to share _____ (company name) with your and your guests. I hope we can do this again.

Sincerely,

Name

Company

Phone

Email

Website