*(Your business name and or logo here)*

Dear …………

Thank you for booking your party, glamour demo, make-up meet up 1:2:1 *(whatever they wish\_)* on ………………… at ….. am/pm. I’m very much looking forward to showcasing our range of ………………… (*insert the ‘party’ theme products) with you.*

I’ve enclosed some invitations for you to use to invite your guests, please let me know if you need any more, and if you don’t use them all, I will collect on the day and re-cycle. I find that the best experience for you as the hostess is when you have 5 or less guests with you, but please invite twice as many as this to allow for those who are unable to attend on the day.

You’ll find a couple of beauty-books to show to your friends who are unable to attend, and any orders that place will all count towards your allowance on the day. So please be sure to pass these around beforehand. I’ve also enclosed some orders forms to help with this. Alternatively your friends can order on-line on my website [www.xxxxxxxxxxx](http://www.xxxxxxxxxxx) as long as they let me know that its all part of your party order.

As a reminder, we have a generous hostess appreciation program and I hope we can work together to maximise this for you. To summarise;

* When sales on the day (plus pre-orders) exceed £300 (not including any products you’d like to treat your self to) I’m pleased to be able to offer 10% off your own personal order
* When sales are between £301 - £600 you are eligible for 20% off your own personal order
* With sales in excess 0f £600 you can have 30% off your order
* Plus, with 2 new bookings from your guests you can have an extra 10%, so please do think beforehand which of your guests are likely to want to have a ‘party’ themselves. I offer a variety of themes so there’s plenty of choice.

I’ll give you a call closer to the time to run through final arrangements, and I will aim to be with you 30 minutes before your guests arrive to ensure I’m set up and ready to go on time.

I take payment on the day, and this can be via cash, PayPal or bank transfer, and products will be delivered approx. …… days later.

In the meantime please don’t hesitate to call me if you have any questions and I look forward to pampering you soon.

Kind regards,

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