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These are not intended for your media contacts--just your personal mailing list.

SAMPLE EMAIL ANNOUNCEMENT

Please come!

ART AUCTION & SALE TO HELP HURRICANE VICTIMS

Friday, October 7

6 to 10 p.m.

New Gallery, 716 Main Street, Smallville

888.555.3329

More than 30 paintings, sculptures, prints, and fine crafts will be on sale to benefit victims of hurricane Katrina. The artists (including me!) will be donating 50-100% of the proceeds to the American Red Cross. Other artists are: .

>>>Please forward this email to everyone who might be interested in attending.

Thank you,

Alyson

:-:

Alyson B. Stanfield

5968 El Diente St.

Golden, CO 80403

303.273.5904

alyson@artbizcoach.com

SAMPLE EMAIL REMINDER

Don't forget!

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I look forward to seeing you on Friday!

Alyson

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