

Here are a few sample emails you can use. Be sure to attach the picture of the poinsettias, the order form, and a picture of your Belle if available.

-email to unknown business

Good morning!

My name is _____, and I am a member of the Anderson High School Trojan Belles dance team. Last year, your company was so kind to support the Belles by purchasing several poinsettia plants for all of your locations from one of our graduating seniors. I would love to handle your account from now on and keep you stocked in poinsettias each December.

Please let me know if I may send you the order form, and if I can answer any questions. I would love it if you repeated your order from last year.

Thanks so much!

-email to business with familiar contact

Good morning!

My name is _____, and I am a new member of the Anderson High School Trojan Belles dance team. Each year, the Belles raise money by selling poinsettias to local businesses, friends, and family. We have 2 sizes and 4 colors available for pre-order. We deliver your plants to you on Dec 6th.

My Mom suggested I contact you since you always decorate your office so nicely for the holidays. I have attached a photo of the two sizes of plants for reference and an order form with pricing information. I also attached a photo of me in my Belles uniform. :)

Please let me know if I can answer any questions. I would love to keep you stocked in poinsettias each December.

Thanks so much! Go Belles!