

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Sun 10/15/2017 5:50:11 PM  
**Subject:** Need YOUR HELP!!

Hi there...I need your help ...I believe you are in Europe and in the proper time zone to do this for me...? [REDACTED] is to check in to the Park Inn in Moscow tomorrow morning...I have reserved the room for her but it needs to be paid for. The department that sends the Credit Card Authorization forms is not open over the weekend. They will open tomorrow at 9am Moscow time (which is the middle of the night for me) Can you call Amex (or the hotel directly) and ask them for the form and use Jeffrey's CC Amex details and send back to them? [REDACTED] does not have [REDACTED] CC she can use....PLEASE GET BACK TO ME!! ??

Hotel is reserved under [REDACTED] Rec. Loc# [REDACTED]

Hotel	<b>PARK INN BY RD SADU MOSCOW</b>
Address	17 Bolshaya Polyanka MOSCOW RU 119180
Telephone	7-495-6444844
Check In Date	Mon 16 Oct 2017
Check Out Date	Tue 17 Oct 2017
Confirmation Number	[REDACTED]
Base Rate	RUB 11300 / per night May be subject to local taxes, service charges, and daily resort fees if applicable
Cancellation Policy	Cancel By 6 Pm Day Of Arrival
<b>Confirmed</b>	

below from [REDACTED] explaining to me that she can't use her own card...:

Hi Lesley,  
It's [REDACTED] bit of an issue, because they will charge me for the room straight away. The prepayment at least. I think it's [REDACTED] usual procedure in all the hotels. And I'm not sure how much that would be.

The sum of money that I have on me right now might not be enough to cover all the expenses for the day. (Transfers, food, etc.)

Sorry for the inconvenience.

Best regards,

[REDACTED]