

**To:** Natalia Molotkova [REDACTED]  
**Cc:** Bella Klein [REDACTED]  
**From:** Lesley Groff  
**Sent:** Thur 11/30/2017 5:49:00 PM  
**Subject:** Re: Please Cancel Rec Loc#WGWFUJ

Ok thx

Sent from my iPhone

On Nov 30, 2017, at 12:47 PM, Natalia Molotkova [REDACTED] wrote:

Done, cancelled.  
Refund for American Airlines portion is \$5385.06, for Aeroflot - \$3173.20. refund might take up to two billing cycles to hit the account.  
Hotel cancellation number is 120422889 .

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]  
Hours: Mon through Friday 9AM-530PM EST

thnks

On Nov 30, 2017, at 12:36 PM, Natalia Molotkova [REDACTED] wrote:

Cancelling.

Regards,  
Natalia (Natasha) Molotkova

Centurion Relationship Manager

[REDACTED]  
Hours: Mon through Friday 9AM-530PM EST

Hi Natasha...please cancel ticket and hotel stay for [REDACTED]. She will not be making this trip. Ticket should be fully refundable...hotel is within cancelation policy! thanks, Lesley

This is just a reminder that it's almost time for your trip. Please find enclosed Itinerary Details for your reference.

DO NOT REPLY TO THIS EMAIL. This message was sent from a notification only address that cannot accept incoming messages. If you have any questions, please contact Centurion Travel Service at 1-877-877-0987.

If airline tickets are purchased for this itinerary:

Airline Baggage Fee/Rules may apply and can be accessed by visiting:  
<https://myamextravel.com/baggage>

Your travel arrangements are outlined below in the email. Please refer to the PDF attachment and itinerary for more details regarding your travel arrangements. Your Centurion Travel Service travel plans have been posted to a secure website. Please click on the link to view your trip details and add link to your bookmarked favorites for easy access in the future:

[View your Trips](#)

**American Express Travel WGWUFJ  
Record Locator**

**E-Ticket Number(s)**

LEYBI/A Ticket AA 0017025799541-21NOV

LEYBI/A Ticket SU 5557025799542-21NOV

Tuesday 05 Dec 17

**Other Information**

CITIZENS OF RUSSIAN FEDERATION MUST CARRY A VALID PASSPORT

## Other Information

A VISA IS REQUIRED FOR ENTRY INTO USA

## Flight Information

Date	05 Dec 2017
Airline	<b>American Airlines</b>
Airline Record Locator	WGWFUFJ
Flight/Class	<b>AA 45 R</b> Business Class
Origin	Paris, Charles De Gaulle
Destination	New York, John F Kennedy International
Departing	09:55 AM
Arriving	12:45 PM
Departure Terminal	Terminal 2 A
Arrival Terminal	Terminal 8
Estimated Time	8 Hrs 50 Mins
Stops	Non-stop
Seats	6A
<b>Confirmed</b>	

## Hotel Information

Hotel	<b>FOUR POINTS MIDTOWN</b>
Address	326 West 40Th Street NEW YORK NY 10018
Telephone	[REDACTED]
Check In Date	Tue 05 Dec 2017
Check Out Date	Tue 12 Dec 2017
Confirmation Number	222300615
Base Rate	USD 434.29 / per night May be subject to local taxes, service charges, and daily resort fees if applicable
Cancellation Policy	Cancel 2 Days Prior To Arrival
<b>Confirmed</b>	

Tuesday 12 Dec 17

## Flight Information

Date	12 Dec 2017
Airline	<b>Aeroflot</b>
Airline Record Locator	TEZBUQ
Flight/Class	<b>SU 101 I</b> Business Class
Origin	New York, John F Kennedy International

Destination	Moscow, Sheremetyevo
Departing	02:20 PM
Arriving	07:10 AM / 13 Dec 2017
Departure Terminal	Terminal 1
Arrival Terminal	Terminal D - Domestic/Intl
Estimated Time	8 Hrs 50 Mins
Stops	Non-stop
Seats	3A
<b>Confirmed</b>	

**Wednesday 13 Dec 17**

### **Flight Information**

Date	13 Dec 2017
Airline	<b>Aeroflot</b>
Airline Record Locator	TEZBUQ
Flight/Class	<b>SU 12</b>   Business Class
Origin	Moscow, Sheremetyevo
Destination	St Petersburg, Pulkovo
Departing	09:05 AM
Arriving	10:30 AM
Departure Terminal	Terminal D - Domestic/Intl
Arrival Terminal	Terminal Pulkovo 1
Estimated Time	1 Hr 25 Mins
Stops	Non-stop
Seats	2A

**Confirmed**

### Entry and Exit Information for Travel

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See attached itinerary PDF or link for full terms and conditions.

PDF itinerary attachment:

If you are unable to view the PDF attachment, ensure you have Adobe Acrobat Reader. Refer to website below to download and install this free software.

<http://www.adobe.com/products/acrobat/readstep.html>

Thank you for choosing American Express Centurion Travel Service and have a pleasant trip.

Please be advised that certain mandatory hotel-imposed charges, including, but not limited to, daily resort or facility fees, may be applicable to your stay and payable to the hotel operator at check-out from the property. You may wish to inquire with the hotel before your trip regarding the existence and amount of such charges.

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