

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Wed 12/13/2017 9:48:37 PM  
**Subject:** Re: Print Welcome Letter for [REDACTED] to stay in [REDACTED] tomorrow!

thanks

On Dec 13, 2017, at 4:41 PM, [REDACTED] <[REDACTED]> wrote:

Hi! Will do!

On Wed, Dec 13, 2017 at 4:25 PM Lesley Groff <[REDACTED]> wrote:

Hi [REDACTED] ...can you please print and leave this welcome letter for [REDACTED] with the doorman for [REDACTED]? She will arrive tomorrow night around 10pm or so! OK?