

**To:** Leo [REDACTED]  
**Cc:** merwin dela cruz [REDACTED] Sonam Dema [REDACTED]  
**From:** Lesley Groff [REDACTED]  
**Sent:** Mon 12/11/2017 2:17:30 PM  
**Subject:** Clean apt 3M and 11P on Wed Dec. 13

Hi Leo...our guests will now depart 3M and 11P on WED Dec. 13 (not tomorrow, Tues)  
We need to have 3M cleaned as priority as Svetlana will be coming Thursday to  
stay in 3M...I am finding out what time the guests will depart tomorrow so you can  
go in...I'll be in touch.