

To: Lesley Groff [REDACTED]
From: Leo Loking
Sent: Thur 12/28/2017 2:37:12 PM
Subject: Re: Set up Air Mattress in 10B Today/Extra towels/linens

Copy Les..
Thanks

Sent from my iPhone

> On Dec 28, 2017, at 8:59 AM, Lesley Groff [REDACTED] wrote:
>
> Hello Leo...Can you please set up the air mattress in apt 10B today? Please
take extra linens, pillows, towels (family of 4 will be staying there) Please
set up Air Mattress in the family room (there is enough room, right ?)
>
> We also need the Welcome Letter left with the doorman for : Ashley & Peter
Hull . OK on all? :) Lesley
>
> <Welcome to Apartment 10B.docx>