

**To:** Lesley Groff [REDACTED]  
**From:** [REDACTED]  
**Sent:** Thur 12/21/2017 3:47:11 PM  
**Subject:** Re: Print Welcome Letter for [REDACTED] parents

Yes, will do.

On Thu, Dec 21, 2017 at 8:35 AM Lesley Groff <[REDACTED]> wrote:

Hi [REDACTED]...can you please print this welcome letter for apt [REDACTED] and leave with the door man for Mr. and Mrs. [REDACTED]? They arrive Sat. Dec. 23rd! OK?