

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Mon 1/15/2018 4:43:56 PM  
**Subject:** Hi!

Hi [REDACTED]...great to see you the other day at Jeffrey's house...your apartment will be worth the wait and all the corrections that need to be made, I promise!

Below is an email from [REDACTED] (Jeffrey's assistant you met)...she is truly hoping to better herself and wondering if you could help with some guidance to what made you such a special assistant for Jeffrey...If there is anything you could pass along (definite "Do's, definite "Don'ts, etc) as well as any classes you may have gone to that made you better and more appreciated! Any help would be greatly appreciated by [REDACTED] I am sure.

Thanks! Lesley

Begin forwarded message:

**From:** [REDACTED]  
**Subject: Fwd:**  
**Date:** January 15, 2018 at 11:33:08 AM EST  
**To:** Lesley Groff [REDACTED]

Hello Lesley!

Remember I sent this email to [REDACTED] she never replied..could you please check is the email correct?

Begin forwarded message:

**From:** [REDACTED]  
**Date:** January 11, 2018 at 13:27:40 EST  
**To:** [REDACTED]

Hello [REDACTED] it is [REDACTED] Jeffrey's assistant

I know how much Jeffrey values your knowledge and skills! could you tell me what in your opinion are the most important skills I can learn and courses I can take.

my goal is to go somewhere and learn, not just online at my place ( it doesn't seem to help me) and get a certificate by the end of the training, so I can have it if I ever needed

Whatever you think will be worth considering.

thank you!