

**To:** Jojo Fontanilla [REDACTED]  
**From:** Lesley Groff  
**Sent:** Sat 3/24/2018 6:32:41 PM  
**Subject:** TAKE Key Card for Martin's Office to airport tomorrow!!!

Hi Jojo, please go to my office and look in the right hand top drawer and get the white envelope that states: Key to Martin Nowak's Office (or something along these lines) You MUST TAKE THE KEY with you tomorrow to the airport and HAND it to [REDACTED] a...she will need for the trip.

OK? Please go locate the envelope and let me know you have it...thanks, Lesley