

**To:** Grand Palace Hotel reservations[reservations@grandpalaceriga.com]  
**Cc:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Wed 3/28/2018 11:29:24 AM  
**Subject:** Re: Credit Card Authorization Form for [REDACTED]: April 3-6, 2018 (Confirm#121755227)

Hello Laura. Our guest, [REDACTED], needs to shift her dates of stay with you to April

On Mar 16, 2018, at 10:27 AM, Grand Palace Hotel reservations  
<reservations@grandpalaceriga.com> wrote:

Dear Lesley,

Thank you very much for your prompt reply.

The information has been received well.

The pre-payment will be done 1 day prior to arrival (on 02.04.) as per cancellation policy.  
After that we will send you the invoice of the payment made.

If there are some questions or requests, please do not hesitate to contact us anytime!

Yours sincerely,

LAURA ŠULCE  
Reservations Agent

Grand Palace Hotel  
Pils Street, 12, Riga, Latvia

[REDACTED]  
grandpalaceriga.com  
schlossle-hotels.com

Grand Palace Hotel, Riga, Latvia, a member of The Leading Hotels of the World and  
Virtuoso  
Part of Schlossle Hotel Group - A collection of exceptional luxury hotels

We are on FACEBOOK!  
[Click here for details.](#)

-----Original Message-----

From: Lesley Groff [mailto:[REDACTED]]  
Sent: Friday, March 16, 2018 4:03 PM  
To: info@grandpalaceriga.com

Cc: Bella Klein

Subject: Credit Card Authorization Form for [REDACTED]: April 3-6, 2018  
(Confirm#121755227)

Please confirm receipt of this credit card authorization form! thank you, Lesley