

To: Lesley Groff [REDACTED]
From: [REDACTED]
Sent: Mon 7/9/2018 2:12:38 PM
Subject: Re: Leave Welcome Letter for [REDACTED] for [REDACTED]

Morning! Will do!

On Mon, Jul 9, 2018 at 9:34 AM Lesley Groff <[REDACTED]> wrote:

Morning! Please leave the Welcome Letter for [REDACTED] for [REDACTED] arriving on July 11th early! (leave the welcome letter by evening of 10th to assure they doorman has it!)

OK?