

**To:** [REDACTED]  
**From:** Lesley Groff  
**Sent:** Mon 7/9/2018 1:34:41 PM  
**Subject:** Leave Welcome Letter for [REDACTED] for 7J

Morning! Please leave the Welcome Letter for 7J for [REDACTED] arriving on July 11th early! (leave the welcome letter by evening of 10th to assure they doorman has it!)

OK?