

**To:** Sonam Dema [REDACTED]  
**From:** [REDACTED]  
**Sent:** Fri 10/19/2018 3:30:15 PM  
**Subject:** please have 4th floor pink room ready for Xavier

Hi Sonam...Jeffrey is asking to please have the 4th floor pink room for Xavier ready in case he would like to freshen up/shower before the lunch...he should be here around 12:15-12:45pm... OK?