

**To:** Leo[redacted]  
**Cc:** merwin dela cruz[redacted]  
**From:** Lesley Groff  
**Sent:** Thur 12/13/2018 12:02:06 AM  
**Subject:** Air Mattress/Extra linens/towels for 7J on Dec. 21

Wanted to give you the heads up we will need the air mattress set up in apt 7J along with extra linens/towels/pillows on Dec. 21...we have a family of 4 coming to stay Dec. 24-29! ok? :) Lesley