

To: Amex Centurian Travel [REDACTED]
From: Lesley Groff
Sent: Wed 12/5/2018 2:08:44 PM
Subject: Check List for [REDACTED]'s trip

-Purchase the tickets for [REDACTED] family ASAP...they are concerned the flight will sell out. Rec. Loc#JTEVHL

-book the hotel for [REDACTED] family

-Change the date [REDACTED] travel to Minsk to Dec. 13th. They was to depart 11:50am from Belavia and arrive Minsk 4:30pm. Send me new itinerary

Thanks!