

To: [REDACTED]
From: Jennifer Andia
Sent: Mon 5/6/2019 9:25:57 PM
Subject: phone call coordination

Dear [REDACTED]

I hope this email finds you well.

Chad would like to catch up with Jeffrey via the phone. If possible, could you please let me know if he has availability in his calendar, and when is convenient?

Kind regards

JENNIFER ANDIA

EXECUTIVE ASSISTANT

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