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**From:** Ada Clapp <[REDACTED]>  
**Sent:** Thursday, December 11, 2014 6:02 PM  
**To:** jeffrey E.  
**Subject:** Automatic reply:

I will be out of the office until Monday, December 15, 2014 and will reply to your message promptly upon my return. If you need assistance in my absence, please contact Heather Gray at [REDACTED] Thank you.