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**From:** Karyna Shuliak <[REDACTED]>  
**Sent:** Thursday, June 21, 2018 4:49 AM  
**To:** Jeffrey

Could you help me please? This is a draft of an email to Merwin, Leo and =ojo (Sonam was off). Would you recommend any changes?

Good morning Merwin, Leo and Jojo,

It has come to my attention, that the catering kitchen was left untidy =ast night. I must admit, I was surprised, since only in April we had =his discussion and you spent a great deal of time cleaning it. Therefore I feel that it is necessary to remind you, that Mr. =pstein's policy is that each one of you is responsible to leave =our workspace clean before you go home, which includes the cellar =loor.

Since the problem with the cellar persists despite the multiple attempts =o fix it, I assume we need to come up with a more effective strategy =ow to maintain the place.

Let's discuss today please.

```
<?xml version=.0" encoding=TF-8"?>
<!DOCTYPE plist PUBLIC "-//Apple//DTD PLIST 1.0//EN" "http://www.apple.com/DTDs/PropertyList-1.0.dtd">
<plist version=.0">
<dict>
  <key>conversation-id</key>
  <integer>2798</integer>
  <key>date-last-viewed</key>
  <integer>0</integer>
  <key>date-received</key>
  <integer>1529556536</integer>
  <key>flags</key>
  <integer>8590195717</integer>
  <key>gmail-label-ids</key>
  <array>
    <integer>2</integer>
  </array>
  <key>remote-id</key>
  <string>829743</string>
</dict>
</plist>
```