

Hi Melanie,

Would you kindly forward this email and the attached memorandum to Leon. Thank you!

Hello Leon,

Attached is a memorandum I prepared for Jeffrey outlining some of the decisions you may need to make in connection with your new estate plan. We thought it would be helpful to you in advance of tomorrow's meeting. Looking forward to seeing you tomorrow. So happy to be here!

Best regards,

**Ada Clapp**  
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