

To: [REDACTED]
Cc: Bella Klein [REDACTED]
From: Lesley Groff
Sent: Wed 9/7/2016 2:00:07 PM
Subject: Please purchase extra linens and towels...

ok thank you on code for [REDACTED] s apt!

when you purchase extra linens for Julia's apartment can you please also purchase extra linens for [REDACTED] apartment also? Her apartment will be used as a guest apartment for a bit also and we need them...a few towels as well please...

Please give the extra linens and towels to [REDACTED] so she can put in the linen closet for guests...we have guests coming on the 17th to stay there.

OK?!