

To: [REDACTED]; [REDACTED]

From: Lesley Groff
Sent: Mon 8/18/2014 12:58:39 PM
Subject: Clean 11P today

Hi [REDACTED]...just a reminder 11P needs to be cleaned very well this morning...our guest will arrive around 7pm or so tonight.

[REDACTED], please confirm you will leave the welcome letter for Amy Cassell for 11P...thanks

Thanks, Lesley