

To: Lesley Groff [REDACTED]
From: [REDACTED]
Sent: Fri 1/31/2014 3:39:54 PM
Subject: Re: Guest in [REDACTED]

Got it Lesley! Thank you! [REDACTED]

On Friday, January 31, 2014, Lesley Groff <[REDACTED]> wrote:

We have a guest arriving on Feb 5th to stay in [REDACTED]. She will depart on Feb. 7th. [REDACTED], please add to your calendar to clean apt [REDACTED] on Feb. 7th. When I find out her departure time I will pass along.

[REDACTED], can you print and leave the WElcome Letter for her?