

To: [REDACTED]  
Cc: [REDACTED]  
From: Lesley Groff  
Sent: Thur 1/23/2014 8:13:02 PM  
Subject: Re: Welcome letters for guests!

ok, great [REDACTED]...[REDACTED] was going to do tonight...great that you can do now! BUT , we need another Welcome Letter for Richard Wurman for [REDACTED]...Richard will stay in [REDACTED] for one night Jan. 26th, [REDACTED] will clean and then Martin will move in [REDACTED] on the 27th...

On Jan 23, 2014, at 3:10 PM, [REDACTED] [REDACTED] <[REDACTED]> wrote:

> Letters are being dropped now :)

>

>

> On Jan 23, 2014, at 7:42 AM, Lesley Groff <[REDACTED]> wrote:

>

>> We need to make sure welcome letters are left for guests coming in over the weekend. And I know you both leave tomorrow for PB. Can one of you please print the welcome left for [REDACTED] Jerry Barton arriving on Jan 25 and welcome letter for [REDACTED] Martin Nowak arriving Jan 26. Please confirm back to me. Thanks.

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>> Sent from my iPhone

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