

To: [REDACTED]; [REDACTED]
From: Lesley Groff
Sent: Thur 1/23/2014 12:42:00 PM
Subject: Welcome letters for guests!

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.

Sent from my iPhone