

**To:** Lesley Groff [REDACTED]  
**From:** [REDACTED]  
**Sent:** Tue 1/7/2014 5:48:59 PM  
**Subject:** Re: WElcome Letter for [REDACTED]

On Tuesday, January 7, 2014, Lesley Groff wrote:

hi [REDACTED]...can you please print the welcome letter for [REDACTED] [REDACTED] [REDACTED] arriving on Jan. 11th to stay in 11P ([REDACTED] is moving out for the time being) and leave with the doorman...She is only staying the one night then going on to island on Sun. 12th...so perhaps a couple bottles of water and some OJ is all that is needed for fridge.

Then she returns back to the apartment on Jan. 17th and departs back for Warsaw on the 20th...SO, [REDACTED], leave another welcome letter for her for when she is due to return (just in case) and check the fridge,...maybe leave a couple more items...[REDACTED]! can you please tidy up the apt (make the bed, empty garbage if there is any) while she is gone (anytime between 13-16)

[REDACTED], reply back  
[REDACTED], reply back

Tahnks!  
Okey I got it now! Thanks!