

**To:** [REDACTED]  
**From:** [REDACTED]  
**Sent:** Mon 12/2/2013 2:19:47 PM  
**Subject:** Alert - Reminder: Dec. 24th half day, Dec. 25th Office and FTC closed for Christmas Day

November 27, 2013 7:00 AM : Reminder: Dec. 24th half day, Dec. 25th Office and  
FTC closed for Christmas Day