

**From:** Lesley Groff <[REDACTED]>

**To:** [REDACTED] >

**Subject:** Welcome Letter for 11B (or should she stay in 8A?)

**Date:** Mon, 06 Jul 2015 11:49:34 +0000

**Attachments:** Welcome\_to\_Apartment\_11B.docx

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[REDACTED], If you are all set with your apartment can you please print this welcome letter for [REDACTED] for 11B? If you need 11B then lets put Melanie in 8A...she arrives on Wed. evening July 8th and departs on Friday July 10th. I will send 8A welcome letter in next email...please let me know where we should put her...thanks