From: ████ ██ <████████████>
To: █████████████████ >
Cc: ███ █ ██████ <████████████ >
Subject: Monday's trip
Date: Sun, 12 Oct 2014 15:44:05 +0000

HI ████ Jeffrey will go to ██████████ office upon arrival tomorrow ████████ address below:

███████████████
███████████
██████

I have booked ████ ████████ flight to Boston tomorrow…Delta #5876…she arrives 11:26am and is to take a cab to ██████ office…She will fly back to NY with Jeffrey in the evening.

████ cell: █████████
██ cell: █████████

Also, Jeffrey had me tell █████ that he will arrive at noon and depart at 6pm…

:) ████