

From: [REDACTED] <[REDACTED]>

To: "[REDACTED] ([REDACTED]) [REDACTED]" <[REDACTED]>, Lyn fontanilla
<[REDACTED]>, [REDACTED] <[REDACTED]>

Subject: Guest in 10B

Date: Fri, 31 Jan 2014 15:01:40 +0000

Attachments: Welcome_to_Apartment_10B.docx

We have a guest arriving on Feb 5th to stay in 10B. She will depart on Feb. 7th. [REDACTED], please add to your calendar to clean apt 10B on Feb. 7th. When I find out her departure time I will pass along.

[REDACTED], can you print and leave the WElcome Letter for her?