

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

**To:** [REDACTED] <[REDACTED]>

**Subject:** Welcome Letter

**Date:** Tue, 26 Feb 2013 14:57:53 +0000

**Attachments:** Welcome\_to\_Apartment\_10B.docx

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Hi [REDACTED]...please print the attached Welcome Letter for [REDACTED]. Place the letter in an envelope and write on the envelope the following:

[REDACTED]  
Apt. 10B

Arrival on WEd. Feb. 27th

Then give the envelope to the doorman at 301!

Thank you very much for your help...please do let me know when you are finished with this task today! thanks, Lesley