

**From:** Eileen Alexanderson <[REDACTED]>  
**To:** 'Lesley Groff' <[REDACTED]>  
**Subject:** RE: Jeffrey Epstein  
**Date:** Thu, 15 Nov 2012 16:45:33 +0000

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Best idea probably is to use Leon's asst Melanie Spinella as a contact person. She can forward any calls down to the conference room where we will be meeting if needed. Her direct line is [REDACTED].

Otherwise here is what I have arranged:

Friday at 9W57th Street 48th floor conference room:  
Carlyn will meet with us beginning at 12noon and is available for the duration of the afternoon.  
Tom Turrin will arrive at 1:00  
Wendy Dulman will join from 1-3  
John Hannan will join at 3 via teleconference  
John Suydam is available until 3  
I will attend the entire meeting

Monday at 9 E 71st Street:  
Ada Clapp 5:15  
Alan Halperin 6:15  
I am available all day Monday for any necessary followup to Friday.  
If possible I should leave promptly after the meeting with Alan for my tax class on Long Island

-----Original Message-----

From: Lesley Groff [mailto:[REDACTED]]  
Sent: Thursday, November 15, 2012 11:35 AM  
To: Eileen Alexanderson  
Subject: Jeffrey Epstein

Hello Eileen. I know Jeffrey is meeting with Carlyn McCaffrey tomorrow at 9 West 57th Street, 48th Floor...might you have a phone number for this office as well?

Also, were you able to figure out where Wendy will fit in so I may include on Jeffrey's itinerary?

Thank you,  
Lesley  
Assistant to Jeffrey Epstein  
[REDACTED]

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