

From: 575 Reception <[REDACTED]>

Subject: Reminder... Office Closing

Date: Wed, 24 May 2017 14:04:43 +0000

Attachments: 575-Memorial_Day.docx

Inline-Images: image003.png

Dear Clients:

In observance of Memorial Day Holiday, our offices will be closed on **Monday, May 29th, 2017**.

FedEx, DHL, UPS & USPS will NOT pick-up or deliver any packages on Monday, May 29th 2017.

All clients will have full access to their offices during holiday hours. If you are expecting guests on Monday, May 29th please provide us with their names no later than 3pm Friday, May 26th so we may register them with lobby security.

On behalf of the entire Virgo 575 Business Center team, we wish you and your family a happy and safe Holiday.

Thank you

Kind Regards,

Jeanette Vasquez|Receptionist

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