

From: 575 Manager <[REDACTED]>

To: 575 Reception <[REDACTED]>

Subject: Holiday's Schedule

Date: Tue, 05 Dec 2017 14:02:07 +0000

Attachments: 575-Christmas_New_Year_Holiday_2017.pdf

Inline-Images: image003.png; image002.png



Dear Valued Clients:

In observance of Christmas and New Year's, these are our office schedule:

Friday, December 22nd **CLOSING @ 3pm**

Monday, December 25th **CLOSED**

Friday, December 29th **CLOSING @ 3pm**

Monday, January 1st **CLOSED**

All Virgo clients will have full access to the facility during this time. There will be NO FedEx/UPS or USPS deliveries on the days that VIRGO is closed.

If you are expecting guests during our Holiday Schedule please provide us with their names no later than 2pm Friday, December 22nd & 29th so we may register them with lobby security.

Please feel free to call us at 212-600-2300 or email [REDACTED] if you have any questions.

On behalf of the entire Virgo Business Center team, we wish you and your family a happy and safe holiday!

Kind regards,

Anilsa Almonte | Center Manager

[REDACTED]

[REDACTED]

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