

From: Lesley Groff <[REDACTED]>

To: Leo <[REDACTED]>, merwin dela cruz <[REDACTED]>, Sonam Dema <[REDACTED]>

Subject: Set up Air Mattress in 10B Today/Extra towels/linens

Date: Thu, 28 Dec 2017 13:59:03 +0000

Attachments: Welcome_to_Apartment_10B.docx

Hello Leo...Can you please set up the air mattress in apt 10B today? Please take extra linens, pillows, towels (family of 4 will be staying there) Please set up Air Mattress in the family room (there is enough room, right ?)

We also need the Welcome Letter left with the doorman for : Ashley & Peter Hull . OK on all? :) Lesley