

**From:** Karyna Shuliak <[REDACTED]>  
**To:** [REDACTED], Romy Yamada <[REDACTED]>  
**Subject:** Introduction  
**Date:** Thu, 12 Jan 2017 02:54:11 +0000

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Dear Asako and Romy,

I have told both of you about each other earlier today and would like to introduce you to one another with this email.

Asako is part of the team at the Grand Hyatt Tokyo hotel and is helping to organize various cultural lessons for my trip.

Romy is the experience curator at TOKI, and has also been organizing classes and cultural experiences during my stay in Tokyo.

Please allow me to take a moment and thank both of you again for your incredible work and to say how extremely grateful I am for this opportunity!

I understand, that many of the arrangements that you are working on are very unique, and might be available only at a certain time, if at all. Therefore, I thought that it might be best for both of you to coordinate with each other regarding the dates for the reservations, just to be sure that they do not interfere.

I appreciate, that both of you have agreed to coordinate on that, and if there are any questions along the way, please let me know...

Thank you both very much and I hope you have a wonderful day!

Karyna