

To: liz@glenncoffee.com[liz@glenncoffee.com]
Cc: Hupp, Sydney[hupp.sydney@epa.gov]
From: Willis, Sharnett
Sent: Thur 4/13/2017 9:20:40 PM
Subject: Liz Schwarz Letter.docx
Liz Schwarz Welcome Letter.docx

Good Afternoon Liz,

Attached are the directions and confirming Glen Coffee meeting with Ryan Jackson on Monday, April 17 at 10:00am. If you have any questions, please give me a call.

Thanks.

Sharnett Willis

Office of the Administrator

202/564-7866

Hello Liz,

As discussed, we look forward to meeting with you on **Monday, April 17, 2017**.

We are located on the 3rd floor of the William Jefferson Clinton North Building. The William Jefferson Clinton North Building is part of the EPA Headquarters complex located on 12th Street, NW between Constitution and Pennsylvania Avenues. The entrance to the building is located directly above the Federal Triangle Metro Station (on the Blue and Orange lines - if you are taking the metro).

Upon entering the building, you will be asked to provide a photo ID* and to pass through the metal detector for security purposes.

You are scheduled to meet with:

Monday, April 17

10:00am – 10:30am Ryan Jackson, Chief of Staff

*Please respond to this e-mail to confirm receipt.

Please do not hesitate to let me know if you have any questions or if I can be of further assistance in the lead up to this meeting.

Thank you very much.

*State Driver's licenses and ID cards from AK, AZ, KY, LA, ME, MA, MN, MT, NY, OK, or WA, are not acceptable forms of photo ID