

From: [Hwang, Jin](#)
To: [Kwan, Delon](#)
Subject: 2/4/20 e-mail from Mindy Nguyen
Date: Tuesday, February 4, 2020 2:22:00 PM

Hello Delon,

You were cc'd on the 2/4/20 e-mail from Mindy Nguyen (City Planning). She requested to submit any written correspondence from, to, or between any City staff relating to a certain project, from 10/12/17 to present.

The instructions attached to her e-mail on how to submit the e-mail correspondence is for lacity.org Gmail users, so I asked her how I can submit the e-mails since LADWP uses the Outlook.

She asked me to save the e-mails as pdf files, and e-mail her the link to Google Drive. The due date to submit all documents is Tuesday, 2/18/20.

Thank you.

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