

From: Karyna Shuliak <[REDACTED]>
To: "chikami.koga@hyatt.com" <[REDACTED]>
Cc: asako.shimizu@hyatt.com, Lesley Groff <[REDACTED]>
Subject: Re: Epstein's Lady
Date: Fri, 06 Jan 2017 14:11:35 +0000

Dear Koga-san,

Thank you so much for all the arrangements and for the introduction to Ms. Asako Shimizu!

Please feel free to contact me via cell phone as well: +[REDACTED]

I have copied on this email Mrs. Lesley Groff, who is Mr. Epstein's assistant. She will provide you with the credit card information you requested.

Once again, thank you so much for all your help! I am very much looking forward to this trip.

Karyna

On Jan 5, 2017, at 11:37 PM, [REDACTED] wrote:

Karyna:

Nice to hear from you and thank you for the note.

We are delighted to welcome you to Tokyo early next month. Tom spoke to me a few times about your forthcoming visit to Tokyo with very interesting objectives. We are honored to assist you whatever we can.

As a matter of "Karyna Tokyo Welcoming Team", I will be the head of the Team. Then, various arrangements and bookings for the lessons concerned, Ms. Asako Shimizu of Hyatt Japan Office will be communicating with you direct with copying me and she will finalize the lesson schedules and time tables in accordance to your requirements. Asako's e-mail address [REDACTED] and her office phone is [REDACTED] with her cell phone of [REDACTED]. Two of you can freely communicate over the phone and e-mails. Asako will be your Chief Coordinator.

My cell phone is [REDACTED]

In addition, our General Manager of Grand Hyatt Tokyo, Steve Dewire and his assistant, Ms. Kayo Yamada will be assisting with your stay at Grand Hyatt Tokyo. For your information, their e-mail addresses are;

Steve Dewire [REDACTED]
Kayo Yamada [REDACTED]

Grand Hyatt Tokyo phone no. is [REDACTED]. As you should know by now, your room at Grand Hyatt Tokyo is reserved for Feb. 3-25 with free access to Grand Club Lounge. No rush but at some point of time, let me or Asako know how we should charge the room bill.

Karyna, once again, welcoming you to Tokyo soon with our great pleasure.

Let's keep in touch.

Regards.
Chika Koga

PS, 15 to 20 years ago, Jeffrey and I spent a few days together in Tokyo. We had a good time. Send my regards to Jeffrey for me.

Chikami Koga
Senior Advisor

Hyatt (Japan) Co., Ltd.

 E: 

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THINK BEFORE YOU PRINT: Please consider the environment before printing this email.

Follow us on: [<image003.png><image005.png><image006.png>](#)

From: Karyna Shuliak [<mailto:> ]
Sent: Friday, January 6, 2017 12:50 PM
To: Koga, Chika (TYOHY-C)
Subject: Fwd: Epstein's Lady

Dear Koga-san,

I am writing to you in response to your email to Mr. Pritzker, regarding the organization of the private lessons during my trip to Japan.
Please allow me to take a moment to thank you for this truly unique opportunity and for all your help with the lessons and my stay at the hotel!
I would be very happy to take all the classes, that you have suggested, with the main focus perhaps in Japanese manner lessons, if that would be possible.
I will be ready to start the classes on February 6th, and am planning to stay in Japan until February 28th.
Please advice what would be our next step...

Thank you so much for your help!

Karyna

Begin forwarded message:

From: 
Date: January 4, 2017 at 12:24:29 AM CST
To: 
Cc: , 
Subject: Fwd: Epstein's Lady

Pls see our proposal produced by Asako. Pls ask the lady and Jeffrey to go thru with it and let us know what she wants to focus.

GHTokyo has reserved a room for her during the days of Feb. 5-28. She will have free access to Grand Club Lounge. Steve Dewire and his staff will assist her during her stay in Tokyo.

If she wishes to make her trip to Kyoto or Hakone or else where, Steve Dewire and we at Hyatt Japan Office will help her out in making arrangements,

You know Kazumi's cell. Asako's cell [REDACTED] I am ready too. We are all ready to finalize her arrangements thru our usual team work play.

CK

iPadから送信

転送されたメッセージ:

差出人: "Shimizu, Asako (TYOHY)" <[REDACTED]>
日時: 2017年1月4日 14:51:54 JST
宛先: "Koga, Chika (TYOHY-C)" <[REDACTED]>
Cc: "Maeda, Kazumi (TYOHY)" <[REDACTED]>
件名: RE: Epstein's Lady

Dear Koga san,

Thank you very much for your time earlier.
I apologize for taking so long to put a proposal together.

As you have kindly noted to Mr. Pritzker, all schools are still closed and many of them will come back either tomorrow or Friday.

As soon as each school comes back from the holiday, I will first ask all lessons (private/or group) are available (can be arranged) during her stay; Feb 6 – 28, 2017.
Especially the Japanese manner school, I truly hope that they are available to provide special private lessons.

Apart from these lessons, I will search for a Kaisei cuisine experience and some other cultural classes she can take at her choice.

Japanese manner lesson:

Approximate cost is JPY 15,000~JPY 20,000 per lesson (1.5hrs per class)
*tailor-made lessons in English

We would like to learn in which area she would like to focus on;

- History of Japanese etiquette/what Japanese etiquette is all about
- Basic movements (posture, how to bow, walk, stand-up, sit-down)
- Manners for visiting family/friends/clients and welcoming guests at home/office
- *Omotenashi*; how to welcome and extend hospitalities; e.g. setting decorations suitable for the season or ritual in appropriate indoor places, how to serve refreshments etc.
- Manners for gift giving
- Wrapping and special knotting (Mizuhiki)↓

<https://en.wikipedia.org/wiki/Mizuhiki>

<image007.jpg><image008.jpg>

- Table manner (Japanese and Western cuisine)
- About rite of passage and traditional annual events and its history
- How to write a thank you letter
- Manners for auspicious occasion and mourning
- Others; attire, telephone etiquette, choice of words for conversation etc.

Flower arrangement lesson at SOGETSU:

<http://www.sogetsu.or.jp/e/know/about/>

- JPY 8,640 for three lessons
- JPY 12,850 for five lessons
- JPY 23,450 for nine lessons

Tea ceremony lesson:

TBC – schools are still closed. I hope to find out the details by Friday.

Calligraphy lesson:

Estimated tuition: JPY 13,500 for four lessons

Basic Japanese language lesson:

Estimated tuition: JPY 34,560 for eight lessons

Should you have any questions, please let me know at any time.

Kindest regards,
AS

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