***Sunday, 1 January:***

You arrive at Appropriate Apartments and catch the elevator to the penthouse.

Unsurprisingly, A.P.’s door is locked and protected by a keycode.

There’s a note next to the door:

You need to find FOUR locations from the following clues.

Using your string, connect locations A and B in a straight line, and use another piece of string to connect locations C and D. Make a note of the number of the location where they intersect.

The combination of the door is the intersected location number.

**Location A:**

Which **Guideline** is about removing unnecessary information from an email?

Find the location with this Guideline in its name.

**Location B:**

What’s the name of the punctuation mark in the following box:

**&**

Find the location with this punctuation mark in its name.

**Location C:**

What **type of an email** (request, inquiry, complaint, etc.) is this:

*“I’m sorry for the late delivery of the XYZ report.”*

Find the location with this type of email in its name.

**Location D:**

What **type of an email** (request, complaint, etc.) is this:

*“Here’s a reminder about sending me the ABC report.”*

Find the location with this type of email in its name.