



Jeanne Tackett  
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Re: Our response to COVID-19

March 12, 2020

Dear Clients,

We want to share information about the steps we've taken to minimize any potential impact to our clients as a result of the Coronavirus (COVID-19) situation and maximize our efforts to keep our team and clients safe.

This event, first and foremost, has all of us focused on the safety and health of our families, friends, and clients. We are closely monitoring the rapidly changing data and facts associated with COVID-19 and the impact it is having both locally and around the world.

We want to assure all of you that we have a Business Continuity Plan in place to minimize any possible disruption to our firm and our ability to service our clients. We are prepared to continue the high level of service you expect from us.

We love seeing all of you in the office, however we understand if under the current circumstances, you would prefer to have any upcoming appointments conducted over the phone instead. Please just let us know.

If you have any questions or concerns, please do not hesitate to reach out.

We wish everyone good health as we all work to get through this challenging time.

Sincerely,

Jeanne Tackett  
Vice President Operations/CCO