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Dear Valued Client,

As a Firm, we have continued to monitor the situation surrounding the Novel Coronavirus (COVID-19) as it has played out on the global, national, and local level. I want to personally update you on the steps we have taken. Our goal is to ensure that our staff and their families remain healthy and safe while we continue to provide you with the highest quality of service.

We are confident that all your legal needs will be completed in a timely manner and in accordance with any relevant deadlines. We are here for you and will do all we can to protect you and your rights.

In accordance with the guidance set forth by the Center for Disease Control (CDC) and other regulatory bodies, we have made the cleanliness of the office our top priority. We have distributed hand sanitizer to all staff, encouraged more frequent and thorough hand washing, and we are wiping down all surfaces throughout the day. In addition, we are coordinating with building management to schedule more rigorous daily cleanings of our office. Lastly, while the office remains open and operational, we have discontinued all client meetings within the office until further notice, effectively limiting access to our office space to the SIMONETTI & ASSOCIATES staff. Clients with previously scheduled meetings were notified in advance of their meeting. To date, we have had no confirmed cases of COVID-19 among any of our team members or in our office building.

Thanks to the increased investment in technological capabilities that our Firm has made over the past five years, we are well positioned to ensure that business continues as usual. Every member of our staff has the ability to work remotely from home while staying in close coordination with relevant SIMONETTI & ASSOCIATES personnel. We have and will continue to leverage this technology to conduct external meetings and work on your behalf.

We will continue to update you as needed. We are committed to protecting the health of our staff members and our clients, as we continue to deliver professional and high quality work.

Please do not hesitate to reach out with any questions or concerns.

As always, thank you for your continued trust in SIMONETTI & ASSOCIATES.

Very truly yours,

SIMONETTI & ASSOCIATES