Date

Dear Clients and Friends,

I’m sure your inbox is getting overflowed with ‘COVID’ updates, so I apologize in advance but I wanted to share a few items of interest I feel you may find helpful at this time.  First, I want to say that I hope everyone stays safe and healthy.

**We are here for you**. We will continue to plan for your well-being, manage your portfolios, and provide you with guidance through these unprecedented times. We understand the uncertainty suddenly imposed on all communities by this coronavirus and we will continue to provide you with the highest level of service during these times.

**We are accessible**. Although in-person meetings are temporarily on hold, the same phone numbers and email addresses you always use to reach us will continue to work as usual and you can use those channels to contact myself directly at any time of the day. “Social Distancing” is the buzzword right now, but I prefer to think of our approach as ‘physical distancing’ because I believe we need the social interaction to cope with today’s uncertainties. We have enhanced our computer screen sharing and videoconferencing capabilities so we can still meet ‘face-to-face’ if you like.

**We are here to talk with you**, explain what we know, and sometimes just to provide some perspective. Everyone at our firm is committed to seeing you through these challenging times.

Sincerely,