Dear CLIENT:

FIRM NAME continues to monitor the rapidly changing situation related to the spread of the coronavirus (also known as COVID-19). We also understand that concerns surrounding the coronavirus are affecting our clients, especially during tax season.

Absent federal and/or local, state or regional travel restrictions, FIRM NAME has not canceled any of its client meetings. At our office, we commit to maintaining all appropriate sanitary, health and safety measures and encourage clients to follow guidelines recommended by the Centers for Disease Control and Prevention and the World Health Organization. If there are any changes to our schedule, we will provide information to you about virtual options that may be available and/or other specific details.

The health and welfare of our staff and clients is of utmost importance to our firm, and we will continue to monitor the situation and provide updates as necessary. Please contact our office if you have concerns, or if you’d like to modify an upcoming meeting by contacting NAME at PHONE NUMBER or EMAIL ADDRESS.

Sincerely,