



Dear Customers,

We want to assure you that we take the health and well-being of our community, customers, and associates very seriously. Like you, we're closely monitoring the quickly developing effects of the Coronavirus (COVID-19) pandemic.

To help prevent the spread of COVID-19, we will practice social distancing. We have temporarily closed our office to protect and care for those who work with us, our customers, and the public.

We are all in this together. We will continue to monitor the COVID-19 situation and will follow guidance from public health officials and government agencies, so we can continue to support our customers and communities as needed.

We will still be monitoring messages and emails. We will respond to emails and messages remotely. We will try to update our customers as to the status of our company being able to resume normal operations. We will send out emails to update our customers as soon as information becomes available.

For more information about COVID-19 and what you can do to keep healthy and safe, visit the Centers for Disease Control at [cdc.gov](http://cdc.gov) or your local health department's website.

Sincerely,

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