



# Griffing & Company, P.C.

Certified Public Accountants and Consultants

Dear Clients and Friends of Our Firm,

We appreciate the trust you place in us and continually strive to maintain the quality you have grown to expect. With this in mind, we also want to express that we also place a high priority on the safety of our clients, staff and vendors. As you are aware, the presence of the novel coronavirus-19 (COVID-19) has created a great deal of health concerns throughout the nation and world. We agree with the philosophy that an “ounce of prevention is worth a pound of cure” and would like you to know about the steps we have taken to ensure your safety in working with our firm during this tax year.

We are closely following the guidelines and recommendations of the health organizations and community leaders on steps we should take to help prevent the spread of this virus. Our building management and our office have “stepped up” our cleaning services on commonly touched areas and we have hand sanitizer throughout our office for the convenience of our staff, clients and vendors.

To further ensure your safety, we would like to remind you that, if you prefer, you can mail, email or fax your tax information to our office instead of meeting with us in person. Upon receipt we can have a telephone conference with you to discuss any areas that need further explanation. We appreciate that your tax documents contain extremely sensitive information. We have a secure email link that we would be happy to send to you to enable you to upload your information securely to our office. Therefore, please request our secure link before emailing your documents.

We are constantly monitoring this developing situation closely and are prepared to navigate through these challenging circumstances with both your and our safety in mind.

Thank you for your loyalty and trust in Griffing & Company, P.C.

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