



CALER, DONTEN, LEVINE, COHEN, PORTER & VEIL, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

March 20, 2020

As a valued client of Caler, Donten, Levine, Cohen, Porter & Veil, P.A., we want to let you know about actions we are taking in response to concerns about COVID-19 (Coronavirus). The health and safety of our clients, employees, families and vendors remains a top priority, and we are committed to serving your tax and accounting needs no matter how the situation evolves.

We are closely monitoring federal, state, and local response to the outbreak and following guidelines released by the World Health Organization and the Center for Disease Control and Prevention. While we remain diligent, our offices currently continue to operate at regular business hours while implementing measures to ensure a safe environment. In the event of office closures, we are fully equipped and prepared to handle business remotely, with minimal impact to our clients.

In an abundance of caution, we request that clients use electronic delivery of documents via our Firm's secure portal or Sharefile (both of which can be accessed on our website) and forgo unnecessary face-to-face meetings. However, if you need to physically come into our office, we have taken precautionary measures for the health and safety of our clients and staff.

While we are focused on the health and safety of our clients, employees, families and vendors during this uncertain time, we are fully committed to delivering the outstanding services you've come to expect from Caler, Donten, Levine, Cohen, Porter & Veil, P.A.

Best regards,

Louis M. Cohen
President