Dear [Client’s Name],

As the coronavirus (COVID-19) threatens our communities and disrupts our lives, I want to let you know what our firm is doing to respond to this public health crisis. Our number one priority is the safety and well-being of our people, clients, families, and the communities in which we live and work. We are assessing the situation daily, remaining vigilant, and following all recommendations from the World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC), and local authorities.

Please be assured that we remain focused on continued service to our clients. We have taken steps to make sure that we continue to deliver the quality, excellence, and timeliness you are accustomed to from us during these unique circumstances.

{insert any specific plans your firm has in here}

We are also closely monitoring potential changes to the tax filing deadlines, and we will notify you of any changes should they develop. In the meantime, if you have any questions or concerns please contact us immediately.

Sincerely,