

Dear Valued (Company Name) Customers,

We wanted to take this opportunity to thank you for your business and continued support. We are open during this challenging time and will be responding to your emergency plumbing, heating and cooling needs.

We take your health and safety, along with the health and safety of our team, extremely seriously. Your well-being is our top priority at (company name). We understand the concern about the Coronavirus (COVID-19) and are committed to being both responsive and responsible to our customers and staff.

We understand the concern and uncertainty you may be experiencing and wanted to let you know we are here for you when you need us. We are open for business.

We are following recommendations from the US Centers for Disease Control and Prevention and are taking extra safety measures and precautions for all of our office employees and field technicians. These include:

- Limiting our technicians to conduct service only to those homeowners not exhibiting symptoms.
- Wearing face masks.
- Routinely applying sanitizer.
- And wiping surface areas in our work vehicles and tools after each visit.

For service please call us on 123-123-1234.

We kindly ask that if you or a household member is sick or showing symptoms, please notify us when calling.

For additional information about COVID-19, visit the U.S. Centers for Disease Control and Prevention at www.cdc.gov.