



**LETORT**  
TRUST

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March 16, 2020

Dear Clients and Friends,

At LeTort Trust, the safety and well-being of our employees and our clients is always our priority, and we recognize the important role we play in helping you manage your finances. We are actively monitoring the COVID-19/Coronavirus situation and taking the recommended protocol set forth by the Government and the CDC to help keep our communities safe. We wanted to share with you some steps we are taking.

### **Protecting our employees and customers**

As our employees move through this period of uncertainty, we have taken steps to limit exposure to the virus. We have put restrictions on travel, are postponing meetings, and are using our planned response for such an event by providing remote-work solutions wherever possible. Since we meet with clients frequently, we are asking your support to drive as many interactions with LeTort as possible to other non-contact options including email communication, telephone calls, and video chats where possible.

### **Maintaining a seamless work environment**

We will follow our remote work protocol to efficiently continue managing the business and our client relationships as seamlessly as possible throughout the weeks ahead. We feel confident that we have systems in place to conduct full operations of our business, with very few disruptions, during this challenging period of time.

### **The Markets**

We fully understand the anxiety that has been triggered by the COVID-19 virus and its corresponding impact on the markets. As we discussed in our earlier communication, we are invested alongside of you as well and taking every step to maintain a calm and long-term perspective on the investment markets.

### **What we ask of you**

We are taking every precaution to ensure the safety and health of our employees, our clients and our communities, but we need your help. If you are able to communicate with our team via remote options, we appreciate your willingness to support our efforts. If you have any time sensitive paperwork or checks that you need to drop off, please contact us to coordinate timing.

Thank-you for your continued confidence and your support.

The LeTort Trust Team