

# HALES & GEORGE

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Dear Clients,

We realize these past few weeks have been truly unprecedented, not only in the scope of all the global and national news around COVID-19, but also here in Santa Clara and surrounding counties. Many of you are feeling unsettled and stressed amidst all this uncertainty and we hope we can do our part to help reduce anxiety and provide support and guidance to our clients.

Due to the national state of emergency, the governor's mandatory shelter-in-place order and to protect the health and safety of our clients and employees, we are not scheduling in-person meetings. However, we are scheduling appointments and we are available for communication during normal business hours via email, phone and when appropriate, video conferencing. Of course, we want to help our clients in any way we can and in emergencies we will always be available.

Again, our office will remain open and please contact us if you would like to schedule a phone or video conference. Now more than ever, it is important to be sure your estate plan and Exhibit A are current. Please also verify your Durable Powers of Attorney and Advance Health Care Directives are up to date and don't forget any children 18 and older also need them. We will be scheduling in-person meetings as soon as we can protect everyone's safety.

We know this is a difficult time but your health and well-being are at the forefront of this decision. We appreciate your flexibility and patience and we will stay in touch as circumstances change. Thank you for your help during this uncertain time and take care of yourselves, family and friends.

Sincerely,  
Bill & Jan

*Bill George*

*Jan Marie Hales*