



## PROFESSIONAL PROGRAM INSURANCE BROKERAGE

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### Dear Valued Clients & Brokers,

We are in this situation together throughout the United States. Our county in Northern California is under Shelter in Place alert, which means only essential businesses can stay open. **Insurance is considered an essential business** per the guidelines as of March 16, 2020. Some of our people are working from the office and some are working from home. A few have chosen to take the time off.

We are doing our best to keep up with phone calls and emails from our clients as we want to be here for you. You can call and leave a message and we will return your call as soon as possible. Or feel free to send either myself or any of the staff you work with an email with questions about your coverage(s).

During this Coronavirus (COVID-19) we are committed to keeping you informed and taking care of you as a valued customer. All of us at PPIB wish you the best and want you to know how much we appreciate you and your business.

Stay safe and well, sincerely,

**Susan Preston, President**

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