



March 13, 2020

Dear Valued Client:

Our team has been carefully monitoring the historic market volatility and growing concern stemming from the coronavirus (COVID-19) world health event. News that the World Health Organization (WHO) officially declared the virus a pandemic pushed the Dow Jones Index into bear market territory for the first time in more than 11 years. These concerns compound as we learn more about large group gatherings cancelled within the academic, sporting, and travel industries.

Please know that the well-being and safety of our clients and our employees will always be a top priority at Francis. As a result, we plan to do our part by limiting non-essential travel over the next few weeks. We believe – based on the most current information available – that this is the best way to protect your employees and our team members from this virus.

For your employees, we recommend rescheduling any upcoming group meetings to a later date or alternatively offering these workshops using webinar technology. Additionally, personal money advice sessions can be held remotely. Your educator will be in contact shortly to discuss your scheduling preference. Certainly, heightened concerns exist among your employees and helping them through these issues is what our advisory team does best. Our team is available to meet via phone, web, and now through our mobile application effortlessly connecting them with the advisor of their choice.

For committee members, you should discuss your Committee's desire to hold its next meeting remotely. We can execute web sessions for your committee seamlessly. Our team will be in contact with you in the near future to discuss your preference for your next committee meeting.

We stand ready to advise your employees through these challenging world events. While advisors have experienced an increase in outreach by concerned participants, we remain steadfast in our commitment to help them navigate these market conditions in the safety of a completely confidential and sales-free environment.

We continue to monitor information from the Center for Disease Control, the World Health Organization, and other public health authorities and will implement further safety measures should others be recommended.

Regards,

A handwritten signature in black ink that reads 'Michael Francis'.

Michael Francis, JD  
President  
Chief Investment Officer

**Independent Retirement Plan Investment Advisors**