



A Division of Van Rijn Enterprises  
7367 Young St. R.R. 1  
Grassie, Ontario, Canada  
L0R 1M0

March 16, 2020

To our valued customer;

Dear \_\_\_\_\_,

We want to take a moment to provide you with an update on our response to the COVID-19 (Coronavirus) health emergency. The health and safety of our customers, partners and employees continue to be our top priority. With continued news surrounding coronavirus (COVID-19), I want to personally share the steps we are taking to protect all customers and employees alike.

- We are carefully monitoring the situation and following guidance from the World Health Organization and other health authorities.
- Employee well-being is a top priority. We are encouraging team members to follow health authority best practices like frequent hand washing and staying home if they are feeling ill.
- As a manufacturing facility, we look forward to continue to serve our customers during this time of concern and expect to meet all obligations in the near future including product quality and lead times.
- We are keeping short communication lines open with our suppliers, however; should governmental restrictions or unforeseen circumstances arise, lead times may tend to stretch beyond normal timelines as a result.
- We will strive to keep our customers informed of any changes that may occur.

Thank you for choosing VRE Systems and making us a part of your business partnership. Today and always, we are committed to servicing your business needs in a timely fashion.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Randy Phillips', with a long horizontal line extending to the right.

Randy Phillips,  
VP Sales  
VRE Systems Inc.  
905-975-0761