



March 17, 2020

To: Our Fine Customers & Partners

***Subject: Coronavirus (COVID-19)***

As the global effect of Coronavirus (COVID-19) continues to evolve, Veethree Electronics is firmly committed to the health and safety of our employees. We are closely monitoring the changing situation, and complying with public health guidance.

We have increased our efforts internally by following social distancing practices. We have increased our protocols in sanitizing surfaces, by giving our employees extra time in disinfecting and cleaning their areas of work. We instituted a complete stop on visitors, suppliers, community associates, and yes, even customers to our facility at least until the end of March or later depending on the situation. We even have eliminated meetings within our facility, but use skype, conference line calling, or point to point phone contact.

Anything we can do to reduce or eliminate the amount of exposure, will aid in getting rid of this virus much sooner.

As new information becomes available, management is keeping our employees and their families well informed so that if need be, we can respond swiftly and appropriately.

We thank you for your business and your patience and cooperation during this time. As new developments occur, be assured we are committed to taking care of our customers and our employees, and if there are any necessary changes, you will be informed immediately.

Our mission is and always will be, that we will take care of our employees and our customers! And, to our customers, we will always strive to provide you with a competitive cost, quality products, and exceptional service. That is our promise to you!

We extend our sincere thanks to all of you for your ongoing support and loyalty during these challenging times.

All the best,

A handwritten signature in blue ink, appearing to read 'William Allen', with a long horizontal flourish extending to the right.

William Allen, Plant Manager