



March 17, 2020

Due to the current COVID-19 situation we are all facing I wanted to let you know that we have stopped accepting client walk-ins at our Galveston and Friendswood offices.

We felt that it was in the best interest of our clients and associates that we do our part in minimizing human contact and exposure.

At GIA, it is business as usual with the exception of in-person meetings. We have associates working in the office as well as from home and our office hours of 8a-5p, M-F have not changed.

If you want to stop by either office to drop off payment or paperwork, you can do so by using the mail slot in the front door.

We have been getting some calls from our business clients about their insurance policies and COVID-19 so we have created the information below that can help answer some of those questions.

We greatly appreciate having you as a client and we will let you know when we open back up for walk-ins at our offices.

We hope that you stay safe and healthy..

Sincerely,

Garry P. Kaufman
President