

**To Whom It May Concern:**

As we are all aware, the current situation in China is a very dynamic situation that has been changing daily over the past several weeks. CPI is doing our utmost to ensure minimum disruption to any current and future orders.

CPI's direct Chinese suppliers have indicated they will resume manufacturing and shipping on February 17, 2020. Additionally, CPI has a team of direct employees working from our Shanghai office updating the US based team on a daily basis. Our Supply Chain Director and Senior Buyers are also in contact with our China based suppliers, working the inventory positions, and identifying any parts at risk and on what date that risk could come into a disruptive state should the situation further escalate.

Our Chatsworth China-based team members and our China supply base will be following the government stipulated health and safety protocols; factories will be given permits to open but they must have a documented health risk check for all employees prior to their return to the plant or office. Due to the Chinese New Year and travel from home to office, the employee health clearance will cause a slow start-up as employees return to work this coming week. We are expecting a steady ramp back to full attendance as the health checks complete.

Internal transport of materials from one district to another within China will slowly resume the same week, due to stock piled inventory and container loads at docks and freight yards, it may take several days to clear the backlog.

At the moment, our China partners have US based inventory in their hubs that supports the vast majority of CPI supply chain needs for the foreseeable weeks to come. We are working through the small number of items that have been deemed the "first at risk" and developing contingency plans.

We are also working with our US supplier base, knowing that they also acquire parts from China and working similar inventory position analysis and contingencies.

We appreciate your patience and partnership through this difficult time.

As always, we thank you for the business.

Sincerely,

Chatsworth Products, Inc. (CPI)