

**CHARLES E. SOLAK**

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**To My Clients:**

**PRIVACY AND CONFIDENTIAL MATTERS**

I believe you are assured that I consider all your information, financial and non-financial, confidential and I ***do not under any circumstances*** disclose, except as required by law, information to anyone ***without your specific*** authorization. The confidentiality of your information is required for my Certified Public Accountant licensure as well as my professional associations including the American Institute of Certified Public Accountants.

Income tax laws ***now require*** that before I release any confidential financial information to any third party I ***must*** have your ***written authorization***. Telephone request can ***no longer be accommodated***.

I have developed a **Privacy Authorization Form** that you can use for providing me written authorization and either fax or e-mail the request to me to facilitate the process. This form can be located at my Web Site [www.solakco.com](http://www.solakco.com).

You may, if you wish, use you own letter or other form of written communication (including E-mail) to provide me the written authorization. However, use of my form (fill-in the blanks) is intended to speed and simplify the authorization process. I do request that your written authorizations be for single, not on-going, events.

I trust that you will understand that the written authorization process may result in a delay of providing information but this procedure will assure that you are clearly informed as to what specific information is being provided and to whom.

If you have any questions, please contact me.

Very truly yours,

*Charles E. Solak*

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