

Charles J. McLoughlin, Acting President  
NARFE  
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New York, NY 10009-8238

(212) 228-9160

Dear Mr. McLoughlin:

**Eddy and Schein In-Home Administrators for Seniors** manages the administrative needs of this growing population. We organize, manage and coordinate personal, financial, legal and health insurance matters—right in our clients' own apartment or home.

As principals of **Eddy and Schein**, we have served the senior community for more than 10 years. We have developed the skill sets to manage complex administrative matters—and the patience to help seniors perform these tasks with dignity.

More importantly, we have built a bond of trust with our clients that has helped them manage with greater organization and greater peace of mind.

We'd like to meet with you for half an hour to discuss how we can help your members cope with some of the administrative tasks that become more difficult to manage as they age. If appropriate, we would be delighted to put on a seminar for your group's members and/or families.

The enclosed brochure explains our services in greater detail.

One of us will call next week to set up a convenient time to meet.

Sincerely yours,

Gideon Y. Schein

Rebecca R. Eddy