January 1, 2016

To Whom It May Concern:

This letter will serve as notice that all realtime and post-production captioning files and/or services provided by Closed Caption Productions, LLC, comply with and adhere to the FCC Captioning Quality Standards, 47 C.F.R. § 79.1, including but not limited to:

- **Accurate:** Captions must match the spoken words in the dialogue and convey background noises and other sounds to the fullest extent possible.
- **Synchronous:** Captions must coincide with their corresponding spoken words and sounds to the greatest extent possible and must be displayed on the screen at a speed that can be read by viewers.
- **Complete:** Captions must run from the beginning to the end of the program to the fullest extent possible.
- **Properly placed:** Captions should not block other important visual content on the screen, overlap one another or run off the edge of the video screen.

Sincerely,

CLOSED CAPTION PRODUCTIONS, LLC

T.J. DiGrazia
Operations Manager