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SAMPLE A SAMPLE - L01
APT ABC
123 ANY STREET
ANYTOWN, ST 12345-6789



May 12, 2023

RE: Important Security Notification. Please read this entire letter.

Dear Sample A. Sample:

The privacy of your personal information is important to us, which is why we are writing to let you know that we have experienced a data security incident that involves your personal information.

What Happened? In the last week of April 2023, Plante & Moran PLLC (“Plante Moran”) learned of a data security incident where a staff member accessed certain electronic human resource files without authorization or permission. These files contained personal identifiable information (PII), including social security number and/or date of birth.

What Information Was Involved? The affected electronic human resource files contained your first and last name, date of birth, and/or social security number. The files at issue did NOT contain any bank account or direct deposit information, and no family member or dependent information was contained in the files. While the staff member that accessed the information at issue has certified that no personal information was disclosed or transmitted outside of the staff member’s control, we are taking the steps outlined below out of an abundance of caution.

What Are We Doing? We take the protection of your personal information seriously and are taking steps to prevent a similar occurrence. We’re actively addressing this incident internally and with the staff member, including performing a forensic audit of the staff member’s firm and personal devices. We’ve also enhanced security measures to prevent future unauthorized access.

To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for two years to individuals located in states or countries where the Experian IdentityWorksSM service is available.

The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration.

We encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary two-year membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

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ACTIVATE EXPERIAN CREDIT MONITORING

To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for 24 months.

Please note that Identity Restoration is available to you for 24 months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at www.ExperianIDWorks.com/restoration.

While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary 24-month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by August 31, 2023** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
- Provide your **activation code: ABCDEFGHI**

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident, or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at (855) 252-2731 by August 31, 2023. Be prepared to provide engagement number **B091186** as proof of eligibility for the Identity Restoration services by Experian.

If you would like to discuss how to resolve issues associated with the fraudulent use of your information, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Steps You Can Take to Further Protect Your Information

Review Account Statements and Report Suspicious Activity: Examine your account statements and credit reports for suspicious activity, and promptly notify the financial institution or company with which the account is maintained if you detect suspicious activity.

You also should promptly report any fraudulent activity or any suspected identity theft to proper law enforcement authorities, including your state attorney general and the Federal Trade Commission (FTC). To file a complaint with the FTC, go to IdentityTheft.gov or call 1-877-ID-THEFT (877-438-4338). For more information, visit <https://www.ftc.gov> or contact the FTC at 600 Pennsylvania Avenue, NW, Washington, DC 20580.

Obtain and Monitor Credit Report: A free copy of your credit report is available from each of the three major credit reporting agencies once every 12 months. Obtain your credit report by visiting <http://www.annualcreditreport.com>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can access the request form at <https://www.annualcreditreport.com/requestReport/requestForm.action>.

You can elect to purchase a copy of your credit report or receive more information by contacting one of the three national credit reporting agencies listed below:

Equifax
(866) 349-5191
www.equifax.com
P.O. Box 740241
Atlanta, GA 30374

Experian
(888) 397-3742
www.experian.com
P.O. Box 4500
Allen, TX 75013

TransUnion
(800) 888-4213
www.transunion.com
2 Baldwin Place
P.O. Box 1000
Chester, PA 19016

Consider Placing a Fraud Alert on Credit Report: A fraud alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. The initial alert is free and will stay on your credit file for at least 90 days. Contact any of the three credit reporting

agencies identified above to place a fraud alert on your credit report. For more information, visit <http://www.annualcreditreport.com> or contact the FTC or the credit reporting agencies listed above.

Consider Placing a Security Freeze on Credit File: A security freeze (also known as a credit freeze) makes it harder for someone to open a new account in your name and prevents potential creditors from accessing your credit report without your consent. You must separately place a security freeze on your credit file with each credit reporting agency. To place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement, or insurance statement. There is no charge to request a security freeze or to remove a security freeze. For more information, contact the FTC and/or the credit reporting agencies listed above.

North Carolina Residents. You may obtain additional information and resources for protecting your information and identify by contacting the North Carolina Attorney General's Office:

North Carolina Attorney General's Office
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
877-566-7226 (Toll-free within North Carolina)
919-716-6000
www.ncdoj.gov

ADDITIONAL DETAILS REGARDING YOUR 24-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP

A credit card is not required for enrollment in Experian IdentityWorks. You can contact Experian immediately regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.*
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance**:** Provides coverage for certain costs and unauthorized electronic fund transfers.

For More Information. If you have further questions or concerns, or would like an alternative to enrolling online, please call (855) 252-2731 toll-free Monday through Friday from 8 am – 10 pm Central, or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Be prepared to provide your engagement number **B091186**.

* Offline members will be eligible to call for additional reports quarterly after enrolling.

** The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.



