

<<Date>> (Format: Month Day, Year)

<<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>  
<<address\_1>>  
<<address\_2>>  
<<city>>, <<state\_province>> <<postal\_code>>  
<<country>>

Re: Notice of Data Incident

Dear <<first\_name>> <<middle\_name>> <<last\_name>> <<suffix>>:

### **What happened?**

Kline & Specter, P.C. (“we” or “our”) is writing to provide you formal notice of a data incident that occurred on March 13, 2023 (the “Incident”). The Incident was a ransomware attack in which some personal data may have been copied. We discovered the Incident on March 13, 2023, and have been working to reverse the damage to our computer systems.

### **What information was involved?**

The attackers both disabled portions of our network and took data that may include your personal information, including your Social Security number.

### **What are we doing?**

We are continuing to monitor and investigate the situation carefully. As of the date of this letter, we have no evidence that this information has been used in any way, including for identity theft.

Although the risk of data breaches cannot be eliminated altogether, we are undertaking a top-down review to determine what more we can reasonably do to minimize risk moving forward.

### **What can you do?**

We encourage you to remain vigilant for incidents of fraud or misuse, from any source, by reviewing and monitoring your account statements and credit reports, as detailed below. If you notice suspicious activity in your financial records, you should report it immediately to your financial institution or issuing bank.

You can also place a credit freeze with credit reporting companies. You can do so by contacting **each** of the credit agencies listed below. A credit freeze prohibits a credit reporting agency from releasing any information from a consumer’s credit report without written authorization. However, please be aware that placing a credit freeze may delay, interfere with, or prevent the timely approval of any requests you make for new loans, home mortgages, auto loans, employment, housing or other services. The credit reporting agencies may also charge a fee to place a freeze, temporarily lift a freeze that has been placed, or permanently remove it.

You may also place a fraud alert on your credit report. A fraud alert tells creditors to follow certain procedures like contacting you before they open any new accounts or change your existing accounts. For example, when a creditor receives a request to change one of your existing accounts, before making the change that creditor may call you to verify that you requested a change to your existing account. You can place a fraud alert with one of the credit agencies listed below and that agency will alert the other two agencies.

You can also contact the Federal Trade Commission (“FTC”) and your state’s attorney general to obtain information about how to prevent identity theft. You may also call your local sheriff’s office and file a police report of identity theft, keeping a copy of the police report.

You may contact the FTC at Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, or at 1-877-IDTHEFT (438-4338), or by visiting [www.consumer.ftc.gov](http://www.consumer.ftc.gov)

You may also obtain a copy of your credit report, free of charge, whether or not you suspect any unauthorized activity on your account. You may obtain a free copy of your credit report, once every 12 months from each of the agencies, by contacting any one of the following national consumer reporting agencies:

**Experian:** [www.experian.com](http://www.experian.com) or 1-888-397-3742 or P.O. Box 4500, Allen, TX 75013

**TransUnion:** [www.transunion.com](http://www.transunion.com) or 1-800-680-7289 or TransUnion LLC, P.O. Box 1000, Chester, PA 19016

**Equifax:** [www.equifax.com](http://www.equifax.com) or 1-800-525-6285 or Equifax Information Services LLC, P.O. Box 740241, Atlanta, GA 30374-0241

You can also order a free credit report by visiting [www.annualcreditreport.com](http://www.annualcreditreport.com), by calling toll-free at 1-877-322-8228, or by mailing a completed Annual Credit Report Request Form (available at <https://www.consumer.ftc.gov/articles/pdf-0093-annual-report-request-form.pdf>) to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

**For more information:** You may contact J. Eric Bowen via email at [eric.bowen@klinespecter.com](mailto:eric.bowen@klinespecter.com).

On behalf of Kline & Specter, P.C., we are sorry for any inconvenience this incident might have caused and promise that we are working diligently to maintain protection of your data.

Sincerely,

A handwritten signature in black ink, appearing to read 'J.E.B.' followed by a horizontal line.

J. Eric Bowen

### *Additional Resources for Individuals*

***For residents of Colorado, District of Columbia, Illinois, Maryland, New Mexico, New York, North Carolina, and Rhode Island:*** You can obtain information from the Offices of the Attorney General and the Federal Trade Commission about fraud alerts, security freezes, and steps you can take toward preventing identity theft.

- **Colorado Office of the Attorney General**, Consumer Protection: 1300 Broadway, 9<sup>th</sup> Floor, Denver, CO 80203; toll-free at 1-720-508-6000, [www.coag.gov](http://www.coag.gov).
- **District of Columbia Office of the Attorney General**, Consumer Protection: 400 6<sup>th</sup> Street, NW, Washington, DC 20001; toll-free at (202)-442-9828 or by email at [consumer.protection@dc.gov](mailto:consumer.protection@dc.gov); <https://oag.dc.gov/consumer-protection>.
- **Illinois Office of the Attorney General**, Identity Theft Hotline: 100 W Randolph St., Fl. 12, Chicago, IL 60601; toll-free at 1-866-999-5630; <https://www.illinoisattorneygeneral.gov/>.
- **Maryland Office of the Attorney General**, Consumer Protection Division: 200 St. Paul Place, 16<sup>th</sup> Fl., Baltimore, MD 21202, [www.oag.state.md.us/Consumer](http://www.oag.state.md.us/Consumer), and toll-free at (888) 743-0023 or (410) 528-8662.
- **New York Office of Attorney General**, Consumer Frauds & Protection: The Capitol, Albany, NY 12224; toll-free at 1-800-771-7755; <https://ag.ny.gov/about/about-office/economic-justice-division>.
- **North Carolina Office of the Attorney General**, Consumer Protection Division: 9001 Mail Service Center, Raleigh, NC 27699-9001; toll-free at (877) 566-7226 or (919) 716-6000; <https://ncdoj.com>.
- **Rhode Island Office of the Attorney General**, Consumer Protection: 150 South Main Street, Providence, RI 02903; toll-free at (401) 274-4400; <https://riag.ri.gov/consumerprotection>.

***For residents of Massachusetts and Rhode Island:*** You have a right to obtain a police report filed in regard to this Incident. If you are the victim of identity theft, you also have the right to file a police report and obtain a copy of it.

***For residents of Iowa:*** We recommend that you report any suspected incidents of identity theft to law enforcement or to the Attorney General, Consumer Protection Division. <https://www.iowaattorneygeneral.gov/for-consumers/general-consumer-information/identity-theft>

***For residents of Oregon:*** State law advises you to report any suspected identity theft to law enforcement, including the Attorney General, and the Federal Trade Commission.

***All U.S. Residents:*** The Identity Theft Clearinghouse, Federal Trade Commission may be contacted at 600 Pennsylvania Avenue, NW Washington, DC 20580, [www.ftc.gov](http://www.ftc.gov), and 1-877-IDTHEFT (438-4338).