



12/02/2025

Dear Client,

Advanced Corporate Solutions greatly values your business and works diligently to protect your personal information, which is why, as a precautionary measure, we are writing to inform you about a recent incident that may affect the security of some of your personal information. We are providing you with information about the incident, actions we have taken, and steps you may take to better protect against the possibility of identity theft and fraud, should you feel it is necessary to do so.

The data accessed included personal information such as your full name, social security number, and date of birth.

The investigation did not uncover any evidence suggesting that identity theft or unauthorized use of your information has occurred; however, as an additional precaution, we are offering you access to 24 months of complimentary credit monitoring and identity protection services through Kroll. Details of this offer and instructions on how to activate these services are enclosed with this letter.

In addition to enrolling in the complimentary credit monitoring and identity protection service, we recommend that you remain vigilant by reviewing your account statements and credit reports closely and notifying your other financial institutions. If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You also should promptly report any fraudulent activity or any suspected identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (FTC). You may also contact the FTC to learn more about how to prevent identity theft by visiting [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or calling 877-438-4338.

We deeply regret that this incident occurred and apologize for any inconvenience this may cause. If you have any questions about the details of this incident or the free credit monitoring and identity protection service, please contact us at 212-634-7180.

Sincerely,

Charles Rosenbaum  
Managing Partner

## STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR PERSONAL INFORMATION

**For Massachusetts Residents**, under Massachusetts law, you have the right to obtain any 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.

You may also place a security freeze on your credit reports, free of charge. A security 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 security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing or other services. Under federal law, you cannot be charged to place, lift, or remove a security freeze.

You must place your request for a freeze with each of the three major consumer reporting agencies: Equifax ([www.equifax.com](http://www.equifax.com)); Experian ([www.experian.com](http://www.experian.com)); and TransUnion ([www.transunion.com](http://www.transunion.com)). To place a security freeze on your credit report, you may send a written request by regular, certified or overnight mail at the addresses below. You may also place a security freeze through each of the consumer reporting agencies' websites or over the phone, using the contact information below:

Equifax Security Freeze  
P.O. Box 105788  
Atlanta, GA 30348  
800.349.9960  
[www.equifax.com/personal/credit-report-services/](http://www.equifax.com/personal/credit-report-services/)

Experian Security Freeze  
P.O. Box 9554  
Allen, TX 75013  
888.397.3742  
[www.experian.com/help/credit-freeze/](http://www.experian.com/help/credit-freeze/)

TransUnion Security Freeze  
P.O. Box 160  
Woodlyn, PA 19094  
888.909.8872  
[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)

In order to request a security freeze, you will need to provide some or all of the following information to the credit reporting agency, depending on whether you do so online, by phone, or by mail:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security Number;
3. Date of birth;
4. If you have moved in the past five (5) years, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill, telephone bill, rental agreement, or deed;
6. A legible photocopy of a government issued identification card (state driver's license or ID card, military identification, etc.);
7. Social Security Card, pay stub, or W2;
8. If you are a victim of identity theft, include a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

The credit reporting agencies have one (1) to three (3) business days after receiving your request to place a security freeze on your credit report, based upon the method of your request. The credit bureaus must also send written confirmation to you within five (5) business days and provide you with a unique personal identification number (PIN) or password (or both) that can be used by you to authorize the removal or lifting of the security freeze. It is important to maintain this PIN/password in a secure place, as you will need it to lift or remove the security freeze.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (including name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze, as well as the identities of those entities or individuals you would like to receive your credit report. You may also temporarily lift a security freeze for a specified period of time rather than for a specific entity or individual, using the same contact information above. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for request made by mail) after receiving your request to lift the security freeze for those identified entities or for the specified period of time.

To remove the security freeze, you must make a request to each of the credit reporting agencies by mail, through their website, or by phone (using the contact information above). You must provide proper identification (name, address, and social security number) and the PIN number or password provided to you when you placed the security freeze. The credit bureaus have between one (1) hour (for requests made online) and three (3) business days (for requests made by mail) after receiving your request to remove the security freeze.