

Subject: Important Notice Regarding Data Security Incident

Dear [Customer Name],

We are writing to inform you of a recent data security incident involving files on our server. Protecting your personal information is a responsibility we take very seriously, and we are contacting you as a precautionary measure.

What Happened?

On or around Thursday, December 4th our IT Company ,Datasmith, made us aware of a data security incident that resulted in unauthorized access to our network in the overnight hours. Datasmith, quickly shut down our server and started investigating the issue.

What Information Was Involved?

Our investigation is currently ongoing to determine the full nature and scope of the incident.

Based on what we know so far, the information potentially accessed or compromised may include:

Member names, addresses, email addresses, and phone numbers.

There is a possibility of some organization account numbers that might have been available.

At this time, we have no evidence that your information has been misused as a result of this incident. This notice is intended to keep you informed about the situation so you can take the necessary precautions.

What We Are Doing

Upon discovering the incident, we immediately initiated our incident response protocol. Our actions include:

Securing our systems to prevent further unauthorized access.

Conducting a thorough investigation into the extent of the breach.

Notifying relevant law enforcement authorities and cooperating with their investigation.

Enhancing security controls and system updates to address vulnerabilities.

CAMI had already planned to transition from a physical server to cloud-based storage by the end of the year. To make this transition, we are requiring all clients to move to cloud-based financial software. We recommend QuickBooks Plus Online. CAMI can provide a 30% discount off current rates. Current rates are \$115/month, and CAMI can offer it at \$80/month. Your organization can choose another system if they choose.

There might be a migration fee to go from Sage 50 to QuickBooks online. We are still researching the most economical approach. There is power in numbers, and I am hoping to negotiate a lower rate for CAMI clients, if any at all.

Your business is extremely important to us, and we are doing everything to find new ways to protect the valuable information we are trusted with. We will continue to keep you updated on any developments.

Sincerely,

A handwritten signature in black ink, appearing to read "Cindy Tulimieri". The signature is fluid and cursive, with a long horizontal line extending from the end.

Cindy Tulimieri

President

Center of Association Management, Inc.