

The Chartwell Law Offices, LLP

Return Mail Processing

PO Box 999

Suwanee, GA 30024

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SAMPLE A. SAMPLE - L01

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123 ANY ST

ANYTOWN, US 12345-6789



August 7, 2026

NOTICE OF DATA INCIDENT

Dear Sample A. Sample:

We are contacting you regarding a recent data incident that may have involved exposure of some of your personal information. We take the confidentiality, security, and privacy of your information very seriously and for that reason want you to understand what happened, what we are doing to address it, and what steps you can take to protect yourself. We do not have reason to believe your personal information was specifically targeted. We nonetheless are offering 24 months of complimentary credit monitoring and identity protection services as a precaution. Instructions on how to enroll are provided below.

What Happened. We are a law firm that provides professional services to clients, and in that capacity, we sometimes receive and maintain certain information on behalf of our clients and other third-party partners in the normal course of providing services. On April 9, 2026, Chartwell experienced an isolated social engineering incident involving unauthorized access to a limited number of documents. As soon as the firm discovered the incident, it immediately terminated the access, launched a comprehensive investigation with third-party cybersecurity experts, and notified law enforcement.

What Information Was Involved. We commenced a review of the affected documents to identify potentially impacted personal data and to whom the data may relate, engaging external support to assist with the review and locating up-to-date address information for identified individuals. The review recently concluded, and we are notifying you now because we determined that some of your personal information may have been exposed through the affected documents. This personal information may have included your name and the following: [Extra1].

What We Are Doing. We engaged a third-party cybersecurity firm to assist with our review and notified the appropriate authorities. We also have taken steps to further strengthen and enhance the security of systems in our network, including updating administrative and technical safeguards, as well as additional cybersecurity training for personnel.

What You Can Do. To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for 24 months. These services include active credit monitoring of all three credit bureaus (Experian, Equifax and Transunion); credit report copy; credit file freeze; on-call identity restoration specialists; and \$1 million in identity theft insurance. Please review the enrollment instructions included in the attached. We encourage you to enroll in these monitoring services as we are not able to do so on your behalf.

Additional Inquiries. We apologize for any inconvenience or concern this incident may cause. Security remains a top priority at the firm, and we will continue to take all appropriate steps to safeguard personal information and our systems. You understandably may have questions that are not addressed in this letter. Please do not hesitate to call our dedicated call center at 833-918-9829 (toll-free), Monday through Friday, from 8 am – 8 pm Central Time (excluding major U.S. holidays). Be prepared to provide your engagement number [Engagement Number].

Sincerely,
Chartwell Law

Enrollment Instructions for Complimentary Access to Experian IdentityWorksSM

Experian IdentityWorksSM Enrollment: To help protect your identity, we are offering complimentary access to Experian IdentityWorksSM for 24 months. If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent using the below contact information. 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). 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 a complimentary 24-month membership via Experian IdentityWorks. 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 October 31, 2026 by 11:59 p.m. Central Time (Your code will not work after this date.)
- Visit the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit3b/>
- 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 by October 31, 2026 at 833-918-9829, Monday - Friday, 8 am – 8 pm Central Time (excluding major U.S. holidays). Be prepared to provide engagement number [Engagement Number] as proof of eligibility for the Identity Restoration services by Experian. 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.¹
- **Credit Monitoring:** Actively monitors Experian, Equifax, and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARETM:** 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.

¹ 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.

Steps You Can Take to Help Protect Your Personal Information

Monitor Account Statements: The Federal Trade Commission (FTC) advises consumers to review their bills and credit reports regularly. Suspicious activity should be reported to the financial institution or company with which the account is maintained. You may report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the FTC.

Copy of Credit Report: We recommend periodically obtaining credit reports from the national credit reporting agencies listed below. You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting www.annualcreditreport.com, calling toll-free 1-877-322-8228, or by completing an Annual Credit Report Request Form (www.annualcreditreport.com/manualRequestForm.action) and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You also can contact one of the following three national credit reporting agencies:

Equifax
P.O. Box 105281
Atlanta, GA 30348
1-888-378-4329
www.equifax.com

Experian
P.O. Box 105281
Atlanta, GA 30348
1-888-397-3742
www.experian.com

TransUnion
P.O. Box 2000
Chester, PA 19016
1-800-680-7289
www.transunion.com

Fraud Alert: You may place a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least one year; an extended fraud alert lasts seven years. The 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. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at www.annualcreditreport.com.

Security Freeze: You have the right to put a security freeze on your credit file at no cost. This will prevent new credit from being opened in your name without the use of a Personal Identification Number (PIN) or password that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. In order 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.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC, <https://www.usa.gov/> or from your respective state Attorney General about fraud alerts, security freezes, and steps you can take toward preventing identity theft. We encourage you to report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state. You may also access <https://www.identitytheft.gov/> through which you may obtain government information about identity theft and report suspected incidents of identity theft.

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include to know what is in your file; to dispute incomplete or inaccurate information; to have consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information; as well as other rights. For more information about the FCRA, and your rights pursuant to the FCRA, please visit www.consumer.ftc.gov/sites/default/files/articles/pdf/pdf-0096-fair-credit-reporting-act.pdf.

Connecticut residents: You may contact the Connecticut Office of the Attorney General, 165 Capitol Avenue, Hartford, CT 06106, 1-860-808-5318, www.ct.gov/ag.

Maryland residents: You may contact the Maryland Office of the Attorney General, Consumer Protection Division at: 200 St. Paul Place, Baltimore, 25th Floor, MD 21202, www.marylandattorneygeneral.gov, 1-888-743-0023.

Massachusetts residents: Under Massachusetts law, you have the right to obtain any police report filed in regard to this incident. You also have the right to request a security freeze, as described above. You may contact and obtain information from your state attorney general at: Office of the Massachusetts Attorney General, One Ashburton Place, 18th Floor, Boston, MA 02108, 1-617-727-8400, www.mass.gov/contact-the-attorney-generals-office.

New York residents: You may contact the New York Office of the Attorney General at www.ag.ny.gov, 1-800- 771-7755; the New York Department of State, www.dos.ny.gov, 1-800-697-1220; and the New York Division of State Police, <https://troopers.ny.gov/contact-us>.

Oregon residents: State law advises you to report any suspected identity theft to law enforcement or to the FTC. You can report suspected identity theft to the Oregon Attorney General at: Oregon Department of Justice, 1162 Court Street NE, Salem, OR 97301-4096; 1-877-877-9392 (toll-free in Oregon), 1-503-378-4400; or www.doj.state.or.us.

Texas residents: You may contact and obtain information from your state attorney general at: Office of the Texas Attorney General www.texasattorneygeneral.gov/consumer-protection/; 1-800-621-0508.