



15010

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

<<FirstName>> <<MiddleName>> <<LastName>> <<NameSuffix>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<Zip>>

Dear <<FirstName>> <<MiddleName>> <<LastName>>,

<<ClientDef1(Entity Name)>> takes the privacy and security of our workforce members very seriously. Regrettably, we are writing to inform you of an incident that may have involved some of that information.

On March 13, 2019, <<ClientDef1(Entity Name)>> determined that some workforce members' information may have been involved in an incident in October 2018. The information involved may have included your name, date of birth, social security number, bank account information, and driver's license number.

We have no indication that any of your information has been misused in any way. However, we wanted to notify you of this incident and assure you that we take it very seriously. Out of an abundance of caution, we are offering a complimentary two-year membership of Experian IdentityWorksSM Credit 3B. This product helps detect possible misuse of your personal information and provides you with identity protection services focused on immediate identification and resolution of identity theft. IdentityWorks Credit 3B is completely free to you and enrolling in this program will not hurt your credit score. For more information on identity theft prevention and IdentityWorks Credit 3B, including instructions on how to activate your complimentary two-year membership, please see the additional information provided in this letter. We also recommend you review your bank account transactions. If you see charges you did not authorize, please contact the financial institution immediately. Information on additional steps you can take can be found on the following pages.

We deeply regret any concern or inconvenience this may cause you. To help prevent something like this from happening again, we are reinforcing education with our staff on email security and are working to enhance our email security tools. If you have any questions, please call 1-866-340-0318, Monday through Friday, 7 a.m. to 4:30 p.m., Mountain Time.

Sincerely,

<<ClientDef2([Administrator Name], [Administrator Title])>>