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GL Howard and Company CPAs, LLP

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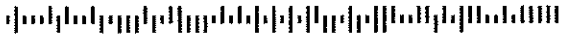
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September 4, 2020

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SAMPLE A SAMPLE - GL HOWARD - L02  
APT 123  
123 ANY ST  
ANYTOWN, US 12345-6789



Re: Notice of Data Security Incident

Dear Sample A Sample:

GL Howard & Company CPAs, LLP (“GL Howard”) writes to make you aware of a recent incident involving your personal information. This letter provides information about what we are doing in response and resources that are available to you to better protect your information, should you feel it is appropriate to do so.

While we are unaware of any actual or attempted misuse of your information, in an abundance of caution, we are notifying potentially impacted individuals, including you, so that you may take further steps to protect your information, should you feel it appropriate to do so, and providing you with access to twenty-four (24) months of identity protection service through Experian at no cost to you.

**What Can You Do.** Please review the enclosed “Steps You Can Take to Protect Your Information” for further details, which contain more information on the identity monitoring services GL Howard is offering and how to activate them.

**For More Information.** We recognize you may have questions not addressed in this letter. If you have additional questions, please call our dedicated assistance line at 877.584.0360 (toll free), Monday – Friday, 6:00 a.m. to 8:00 p.m., Pacific Time, or Saturday – Sunday, 8:00 a.m. to 5:00 p.m., Pacific Time, (excluding U.S. national holidays). You may also write to us at 10417 Los Alamitos Blvd. Los Alamitos, CA 90720.

We sincerely regret any inconvenience this incident may cause you. Protecting your information is important to us, and GL Howard remains committed to safeguarding information in our care.

Sincerely,

*Gary L. Howard*

Gary L. Howard  
Founder and Managing Partner  
GL Howard & Company CPAs, LLP

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## STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

### Enroll in Complimentary Identity Monitoring Services

To help protect your identity, we are offering a complimentary twenty-four (24) months membership to Experian's IdentityWorks. Experian's offering includes credit monitoring and identity restoration support. To activate your membership and start monitoring your personal information please follow the steps below:

1. Visit the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/credit>
2. Provide your activation code: **ABCDEFGHI**
3. You have until **11/30/2020** to activate your identity monitoring services. Your activation code will not work after this date.

If you have questions about Experian's offering or need assistance with identity restoration, please contact Experian's customer care team at 877.584.0360 by **11/30/2020**. Be prepared to provide engagement number **DB22326** proof of eligibility for the identity restoration services by Experian.

### Monitor Your Accounts

We encourage you to remain vigilant against incidents of identity theft and fraud, promptly change any involved account passwords, and to review account statements, and credit reports for suspicious activity. Under U.S. law you are entitled to one (1) free credit report annually from each of the three (3) major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three (3) major credit bureaus directly to request a free copy of your credit report. You may wish to stagger your requests so that you receive a free report by one of the three (3) credit bureaus every four (4) months.

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.

Also, under Massachusetts law, you have the right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

<b>Experian</b> P.O. Box 9554 Allen, TX 75013 1-888-397-3742 <a href="http://www.experian.com/freeze/center.html">www.experian.com/freeze/center.html</a>	<b>TransUnion</b> P.O. Box 160 Woodlyn, PA 19094 1-888-909-8872 <a href="http://www.transunion.com/credit-freeze">www.transunion.com/credit-freeze</a>	<b>Equifax</b> P.O. Box 105788 Atlanta, GA 30348-5788 1-800-685-1111 <a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit-report-services</a>
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In order to request a security freeze, you will need to provide the following information:

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, provide the addresses where you lived over the prior five (5) years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver's license or ID card, military identification, etc.); and
7. 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 three (3) business days after receiving your request to place a security freeze on your credit file report. 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.

To lift the security freeze in order to allow a specific entity or individual access to your credit report, you must call or send a written request to the credit reporting agencies by mail and include proper identification (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 or the specific period of time you want the credit report available. The credit reporting agencies have three (3) business days after receiving your request to remove the security freeze.

As an alternative to a security freeze, you have the right to place an initial or extended "fraud alert" on your file at no cost. An initial fraud alert is a one (1) year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven (7) years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

<b>Experian</b>	<b>TransUnion</b>	<b>Equifax</b>
P.O. Box 9554	P.O. Box 2000	P.O. Box 105069
Allen, TX 75013	Chester, PA 19016	Atlanta, GA 30348
1-888-397-3742	1-800-680-7289	1-888-766-0008
<a href="http://www.experian.com/fraud/center.html">www.experian.com/fraud/center.html</a>	<a href="http://www.transunion.com/fraud-alerts">www.transunion.com/ fraud-alerts</a>	<a href="http://www.equifax.com/personal/credit-report-services">www.equifax.com/personal/credit- report-services</a>

You can further educate yourself regarding identity theft, fraud alerts, security freezes, and the steps you can take to protect yourself, by contacting the consumer reporting agencies, the Federal Trade Commission, or your state Attorney General.

The Federal Trade Commission can be reached at: 600 Pennsylvania Avenue NW, Washington, DC 20580; [www.identitytheft.gov](http://www.identitytheft.gov); 1-877-ID-THEFT (1-877-438-4338); and TTY: 1-866-653-4261. The Federal Trade Commission also encourages those who discover that their information has been misused to file a complaint with them. You can obtain further information on how to file such a complaint by way of the contact information listed above. You have the right to file a police report if you ever experience identity theft or fraud. Please note that in order to file a report with law enforcement for identity theft, you will likely need to provide some proof that you have been a victim. Instances of known or suspected identity theft should also be reported to law enforcement and your state Attorney General. This notice has not been delayed by law enforcement.



