February 9, 2021

Re: 1099s mailing

Dear ****:

It has come to my attention that some of your non-public information, specifically your social security number, may have been visible through the clear window of the mailing envelope when my office mailed a 1099s to you last week.

I regret if that was the case and offer my sincerest apologies. On behalf of the firm, we are offering you eighteen (18) months of free credit monitoring. If you would like to take advantage of this offer, please contact me.

I can assure you that we have taken corrective action to ensure that all future 1099s are enclosed within an envelope in a manner that prevents any sensitive information from being readily visible.

Please feel free to contact me to discuss further.

Very truly yours,

Kerry A. Gorham Paralegal

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Enclosure

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