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August 8, 2022

Dear [REDACTED]:

I am writing to update you on the security incident that we experienced in February and March of 2022 that may have led to the exposure of your personal information, through the unauthorized access of a password-protected account. This data included names, addresses, dates of birth, and social security numbers

I have made immediate security changes to my computer system. Additionally, I have engaged an appropriate expert to assist me in conducting a full review of our security practices and systems to ensure that appropriate protocols are in place, and to restore the security and confidentiality of your information. I feel confident that I have taken every step available to ensure the safety of your personal information.

In addition, I am providing you with **Credit Bureau Monitoring/ Credit Bureau Report/ Credit Bureau Score/Cyber Monitoring\*** services at no charge. These services provide you with alerts for twelve months from the date of enrollment when changes occur to your TransUnion credit file.

To enroll in Credit Monitoring services at no charge, please log onto <https://secure.identityforce.com/benefit/leuschner> and follow the instructions provided. When prompted please provide the following unique code to receive services: **SBQ44WMU6R**. In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter.

You can obtain additional information about how to protect your identity from the Federal Trade Commission and the three major credit agencies, including how to place a security freeze or alert on your credit report at no charge.

You can contact the Federal Trade Commission at:

Federal Trade Commission  
Bureau of Consumer Protection  
600 Pennsylvania Ave., NW  
Washington, DC 20580

\* Services marked with an "\*" require an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

Toll-Free: (877) 438-4338  
TTY: 1-866-653-4261  
<http://ftc.gov/idtheft>

You can contact the three major credit agencies directly at:

Experian (1-888-397-3742)  
P.O. Box 4500  
Allen, TX 75013  
[www.experian.com](http://www.experian.com)

Equifax (1-800-525-6285)  
P.O. Box 740241  
Atlanta, GA 30374  
[www.equifax.com](http://www.equifax.com)

TransUnion (1-800-680-7289)  
P.O. Box 2000  
Chester, PA 19016  
[www.transunion.com](http://www.transunion.com)

Representatives are available between the hours of 8:00 am to 8:00 pm Eastern Time, Monday through Friday for 90 days from the date of this letter to assist you with any questions. Please call the help line 1-800-405-6108 and supply the fraud specialist with your unique code listed above. While these specialists should be able to provide thorough assistance and answer most of your questions, you may still feel the need to speak with us regarding this incident. If so, please call us at (516) 627-2400 from 9am to 5pm, Eastern Time, Monday through Friday.

I take my responsibility to protect your personal information very seriously.

Sincerely,

Edward T. Leuschner, CPA

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**For Maryland residents:** Maryland residents can obtain information from the Maryland Office of the Attorney General about steps you can take to avoid identity theft. The Maryland Office of the Attorney General's information is as follows: 200 St. Paul Place, Baltimore, MD, 21202, (410) 576-6300, Toll-Free 1-888-743-0023, [www.marylandattorneygeneral.gov](http://www.marylandattorneygeneral.gov).

**For North Carolina residents:** North Carolina residents can obtain more additional information regarding identity theft from the North Carolina, 9001 Mail Service Center, Raleigh, NC, 27699-9001, (916) 716-6400, [www.ndoj.gov](http://www.ndoj.gov). You are advised to stay vigilant by reviewing account statements and monitoring free credit reports.

**For Oregon residents:** Oregon residents are advised to report suspected identity theft to law enforcement, including the Oregon Attorney General and the FTC. Oregon Office of the Attorney General, Oregon Department of Justice, 1162 Court St. NE, Salem, OR, 97301-4096, (503) 373-7300, Toll-Free (800) 850-0228, [www.doj.state.or.us](http://www.doj.state.or.us).

**For Rhode Island residents:** Under Rhode Island law, you have the right to file or obtain a police report. In addition, if you choose to freeze your credit report as described above, you will need to provide the credit bureaus with your social security number, your birth date, and your address. In addition, you may also need to provide a copy of a government-issued ID, a copy of a tax document, bank statement, or utility bill, and a proof of address. Finally, you are advised that the breach affected approximately 1,806 individuals and was discovered on or around May 13, 2022.

**For Michigan, Missouri, Virginia, and Wyoming residents:** Michigan, Missouri, Virginia, and Wyoming residents are advised to remain vigilant against fraud and identity theft by reviewing account statements and monitoring free credit reports.

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