

## **[KITTRICH CORPORATION LETTERHEAD]**

### **Notice of Data Breach**

**Date:** [Insert Date]

**Dear [Employee Name],**

We are writing to inform you of a data security incident that may have involved some of your personal information.

### **What Happened**

On [Insert Date], Kittrich Corporation became aware of unauthorized activity in our network. A subsequent investigation determined that an unauthorized third party accessed and exfiltrated certain files from our internal systems. Based on the forensic review and file names, we believe this activity occurred between [Insert Date Range]. We reported the incident to the FBI and continue to cooperate with law enforcement.

### **What Information Was Involved**

Although we do not have visibility into the specific contents of the files accessed, the file names and context suggest that some of the information may include:

- Your name
- Address
- Social Security number
- Date of birth
- Driver's license or state ID number
- Passport number
- Employment information (e.g., job title, department)

Out of an abundance of caution, we are notifying all potentially affected individuals.

### **What We Are Doing**

We have taken immediate steps to strengthen our systems and data protections, including implementing enhanced endpoint detection, isolating affected systems, and engaging third-party cybersecurity experts. In addition, we are offering all affected individuals **12 months of complimentary identity theft monitoring and fraud resolution services** through TransUnion.

**What You Can Do**

We strongly encourage you to enroll in the complimentary identity protection service we are offering. Instructions on how to activate your monitoring services are enclosed with this letter. You should also remain vigilant by reviewing account statements, monitoring your credit reports, and considering placing a fraud alert or credit freeze on your credit file.

For guidance on how to do this, please see the enclosed "Steps You Can Take to Protect Your Information."

**For More Information**

We understand that this situation may be unsettling. If you have any questions or need assistance, please contact our dedicated incident response line at [Phone Number] or email us at [Email Address]. Representatives are available Monday through Friday, [Hours and Time Zone].

We sincerely regret any inconvenience or concern this incident may cause and remain committed to protecting your personal information.

Sincerely,

**[Your Name]**

Chief Operating Officer

Kittrich Corporation