



Return Mail Processed By:  
PO Box 483  
Chanhassen, MN 55317



Sample A. Sample  
123 Anystreet  
Anytown, US 12345-6789



Dear Sample A. Sample:

The privacy and confidentiality of our clients' personal information is of the utmost importance to Incorporating Services, Ltd. ("ISL"). Regrettably, we write to inform you of an incident related to some of your personal information provided to us in connection with our services.

On April 2, 2012, our internet hosting vendor informed us that one of our servers was compromised by a malware attack. We recently completed an extensive investigation of this incident in order to determine the scope of the attack and the individuals potentially affected.

Our investigation revealed the malicious software allowed an unauthorized party to access data stored on the server. In some instances, this data included the Social Security numbers of corporate officers, required to obtain an EIN for newly formed corporate entities. In this regard, your name and Social Security number were contained on the server. Additionally, some of the data pertained to credit card payments made to ISL, which included your name, address, telephone number, e-mail address, credit card number, credit card expiration date, and credit card security code.

To date, we are not aware of any misuse of your information or any other fraudulent activity related to this incident. However, we suggest you promptly contact your credit card company to have a new card issued and monitor your credit card statement for any inappropriate activity. Further, in an abundance of caution, we are providing you with a free one-year membership in Experian's ProtectMyID™ Elite. 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.

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63445025-007-000000001

ProtectMyID is being provided at no cost to you, and enrolling in this program will not hurt your credit score. **For additional information and instructions on how to activate your complimentary one year membership in ProtectMyID from Experian, please see the last page of this letter.**

Whether or not you choose to use the complimentary identity protection service, we recommend you remain vigilant by reviewing your credit report and other financial statements for unauthorized activity. You should also report any suspected identity theft to local law enforcement, your state's Attorney General, and/or the Federal Trade Commission.

Additionally, you may obtain information from the following sources regarding free credit reports or placing fraud alerts and security freezes on your credit report or other steps you can take to help avoid identity theft:

**Equifax:** 800-685-1111 [www.equifax.com](http://www.equifax.com) P.O. Box 740241, Atlanta, GA 30374-0241

**Experian:** 888-397-3742 [www.experian.com](http://www.experian.com) P.O. Box 9532, Allen, TX 75013

**TransUnion:** 800-888-4213 [www.transunion.com](http://www.transunion.com) 2 Baldwin Place, P. O. Box 2000, Chester, PA 19022

**The Federal Trade Commission:** 877-IDTHEFT (877-438-4338) <http://www.ftc.gov/idtheft>  
600 Pennsylvania Ave., NW, Washington, DC 20580

<b><u>For MD Residents, ONLY:</u></b>  <b>Maryland Attorney General</b> ATTN: Security Breach Notification 200 St. Paul Place Baltimore, MD 21202 410-576-6491 <a href="mailto:idtheft@oag.state.md.us">idtheft@oag.state.md.us</a>	<b><u>For NC Residents, ONLY:</u></b>  <b>North Carolina Attorney General</b> 9001 Mail Service Center Raleigh, NC 27699-9001 919-716-6400 <a href="http://www.ncdoj.com">http://www.ncdoj.com</a>
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We sincerely regret this incident occurred and are taking the necessary and appropriate steps to help prevent similar incidents in the future. In this regard, we have engaged a new internet hosting vendor, replaced the compromised server and implemented additional security measures for our systems. Further, we are in the process of revising our internal policies and procedures with respect to the storage and processing of information provided to us by our clients.

If you have additional questions about this incident, please call

Sincerely,



Katherine A. Jordan  
Vice President, Client Services

