



3400 E. Coliseum Blvd. Suite 200  
Fort Wayne, IN 46805

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SAMPLE A. SAMPLE - L01



APT ABC  
123 ANY ST  
ANYTOWN, US 12345-6789

October 4, 2023

RE: Notice of Data Incident

Dear Sample A. Sample:

As a valued member of the Rea Magnet Wire community, I am writing to inform you about a recent cybersecurity incident that affected the Company.

### **What Happened?**

On September 9, 2023, the Company was victimized by a ransomware attack. Fortunately, the attack did not affect all of the Company's internal systems, and, through the quick and thoughtful work of our IT team and our external partners and advisors, we were able to restore substantially all of our systems within days. At present, the Company is operating normally, and we do not expect that the attack will have a material effect on the business going forward.

### **What Information Was Involved?**

In the course of the ransomware attack, the perpetrators stole information from the Company's systems that may have included your name, mailing address, email address, phone number, date of birth, and social security number and/or tax identification number.

### **What We Are Doing**

Our internal and external teams are continuing to investigate, and we have put in place additional protections to further secure our systems and help protect against similar attacks in the future.

### **What You Can Do**

As noted above, we are continuing to investigate in order to ensure that we have as complete a picture as possible about the contours and scope of the attack. Nevertheless, we felt that it was important to reach out to the members of our community to alert them to this situation.

In addition, to help protect your identity, we are offering you complimentary access to Experian IdentityWorks<sup>SM</sup> for 24 months. You can activate your identity monitoring services by following the instructions in the section below titled *Activating Your Complimentary Identity Monitoring*. Please continue to be vigilant about the security of your personal accounts and monitor them for unauthorized activity. Please report any suspicious activity to appropriate law enforcement or your state Attorney General.

### **Activating Your Complimentary Identity Monitoring**

If you believe there was fraudulent use of your information as a result of this incident and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent. If, after discussing your situation with an agent, it is determined that identity restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred from the date of the incident (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that Identity Restoration is available to you for 24 months from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration).

While identity restoration assistance is immediately available to you, we also encourage you to activate the fraud detection tools available through Experian IdentityWorks as a complimentary 24-month membership. This product provides you with superior identity detection and resolution of identity theft. To start monitoring your personal information, please follow the steps below:

- Ensure that you **enroll by** January 31, 2024. (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/3bcredit>
- Provide your **activation code: ABCDEFGHI**

If you have questions about the product, need assistance with Identity Restoration that arose as a result of this incident, or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 1-866-703-9557 by January 31, 2024. Be prepared to provide engagement number B105800 as proof of eligibility for the Identity Restoration services by Experian.

#### **Additional details regarding your 24-MONTH EXPERIAN IDENTITYWORKS Membership:**

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only. Offline members will be eligible to call for additional reports quarterly after enrolling.
- **Credit Monitoring:** Actively monitors Experian file for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit-related fraud.
- **Experian IdentityWorks ExtendCARE™:** You receive the same high level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **\$1 Million Identity Theft Insurance:** Provides coverage for certain costs and unauthorized electronic fund transfers. The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.

If you have minor dependents who you would like to enroll in identity protection, we are offering complimentary access to Experian IdentityWorks<sup>SM</sup> for two years.

To start monitoring your minor dependent's personal information, please follow the steps below:

- Ensure that you **enroll by** January 31, 2024. (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://experianidworks.com/minorplus>
- Provide your **activation code: GKDXXJFRJ**
- Provide your minor's information when prompted


#### **For More Information**

Please review the enclosed attachment called *Preventing Identity Theft and Fraud* for more information about how to protect your personal information. If you have further questions or concerns or would like an alternative to enrolling online, please call 1-866-703-9557 toll-free Monday through Friday from 8 am – 10 pm Central or Saturday and Sunday from 10 am – 7 pm Central (excluding major U.S. holidays). Be prepared to provide your engagement number B105800.

Again, we take your privacy seriously and regret any concern or inconvenience this incident may cause you. If you have additional questions, please contact us at:

3400 East Coliseum Blvd, Suite 200, Fort Wayne, Indiana 46805  
260-421-7343

Very truly yours,



Glenn Maxwell  
President/CEO

## *Preventing Identity Theft and Fraud*

We encourage you to remain vigilant against incidents of identity theft and fraud, to review your account statements, and to monitor your credit reports for suspicious activity. Immediately report any suspicious activity to your bank or credit union. If you do find suspicious activity on your credit reports or other statements, call your local police or sheriff's office, or state Attorney General and file a report of identity theft. You have a right to a copy of the police report, and you may need to give copies of the police report to creditors to clear up your records and access some services free to identity theft victims.

Under the U.S. Fair Credit Reporting Act and other laws, you have certain rights that can help protect yourself from identity theft. Many of these are explained in this letter and at [www.identitytheft.gov/#/Know-Your-Rights](http://www.identitytheft.gov/#/Know-Your-Rights). For example, you are entitled to one free credit report annually from each of the three major credit reporting agencies. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call toll-free at 1-877-322-8228. You may also contact the three major credit reporting agencies directly to request a free copy of your credit report.

In addition, at no charge, you can have these credit bureaus place a short-term or an extended "fraud alert" on your file that alerts creditors to take additional steps to verify your identity prior to granting credit in your name. Note, however, that because a fraud alert tells creditors to follow certain procedures to protect you, it may also delay your ability to obtain credit while the agency verifies your identity. Once one credit bureau confirms your fraud alert, the others are notified to place fraud alerts on your file. If you wish to place a fraud alert or have any questions regarding your credit report, please contact any one of the agencies listed below. Please note no one except you is allowed to place a fraud alert on your credit report.

General contact information for each agency:

Equifax P.O. Box 105069 Atlanta, GA 30348-5069 1-866-349-5191 <a href="http://www.equifax.com">www.equifax.com</a>	Experian P.O. Box 9554 Allen, TX 75013 888-397-3742 <a href="http://www.experian.com">www.experian.com</a>	TransUnion P.O. Box 2000 Chester, PA 19016-2000 800-888-4213 <a href="http://www.transunion.com">www.transunion.com</a>
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To add a fraud alert:

Equifax	(888) 202-4025, Option 6 or	<a href="https://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/">https://www.equifax.com/personal/credit-report-services/credit-fraud-alerts/</a>
Experian	(714) 830-7000, Option 2 or	<a href="https://www.experian.com/fraud/center.html">https://www.experian.com/fraud/center.html</a>
TransUnion	(800) 916-8800, Option 0 or	<a href="https://www.transunion.com/fraud-alerts">https://www.transunion.com/fraud-alerts</a>

You may also place a security freeze on your credit reports, free of charge. A security freeze, also known as a "credit freeze," prohibits a credit bureau from releasing any information from a consumer's credit report without the consumer's written authorization. However, please be advised that placing a security freeze on your credit report may delay, interfere with, or prevent the timely approval of any requests you make for new loans, credit mortgages, employment, housing, or other services. Unlike a fraud alert, you must place a security freeze separately on your credit file at each bureau. You can use the following addresses and contact information to place a security freeze with each major credit bureau:

**Equifax Security Freeze.** 1-888-298-0045. P.O. Box 1057881, Atlanta, GA 30348-0241.  
[www.equifax.com/personal/credit-report-services/credit-freeze](http://www.equifax.com/personal/credit-report-services/credit-freeze);

**Experian Security Freeze.** 1-888-EXPERIAN or 1-888-397-3742. P.O. Box 9554, Allen, TX 75013.  
[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html); or

**TransUnion.** 1-800-680-7289. Fraud Victim Assistance Division, P.O. Box 2000, Chester, PA 19016-2000.  
[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)

The Federal Trade Commission also provides additional information about credit freezes here:  
<https://www.consumer.ftc.gov/articles/0497-credit-freeze-faqs>.

In order to request a security freeze, you may need to supply your full name (including middle initial, as well as Jr., Sr., II, III, etc.), date of birth, Social Security number, all addresses for up to five previous years, email address, a copy of your state identification card or driver's license, and a copy of a utility bill, bank or insurance statement, or another statement to show proof of your current address. If you are a victim of identity theft, include a copy of the police report, investigative report, or complaint to a law enforcement agency concerning your identity theft.

The credit reporting agencies must place a security freeze on your credit report within one (1) business day after receiving a request by phone or secure electronic means and within (3) business days after receiving your request by mail. The credit bureaus must then send written confirmation to you within five (5) business days of placing the security freeze, along with information about how to remove or lift the security freeze in the future.

You can further educate yourself regarding identity theft, fraud alerts, freezes, and the steps you can take to protect yourself by contacting the Federal Trade Commission or your state Attorney General. The Federal Trade Commission encourages those who discover their information has been misused to file a complaint with them. Instances of known or suspected identity theft should also be reported to law enforcement or your state Attorney General.

The Federal Trade Commission can be reached at:

Federal Trade Commission  
Consumer Resource Center  
600 Pennsylvania Avenue NW  
Washington, DC 20580  
1-877-ID-THEFT (1-877-438-4338)  
TTY: 1-866-653-4261  
[www.identitytheft.gov](http://www.identitytheft.gov) or [www.ftc.gov](http://www.ftc.gov)

## **OTHER IMPORTANT INFORMATION**

You may obtain information about avoiding identity theft from the relevant regulators of your state of residence, including:

### **California residents:**

You can visit the California Attorney General's site ([www.oag.ca.gov/idtheft](http://www.oag.ca.gov/idtheft)) for information on protection against identity theft.

### **New York residents:**

The Office of the Attorney General may be reached at The Capitol, Albany, NY 12224-0341; phone: 1-800-771-7755; [ag.ny.gov](http://ag.ny.gov)

### **North Carolina residents:**

You may obtain information about avoiding identity theft at: North Carolina Attorney General's Office 9001 Mail Service Center Raleigh, NC 27699-9001; phone: 919-716-6400; [ncdoj.gov](http://ncdoj.gov)

### **Colorado, Georgia, Maine, Massachusetts, and New Jersey residents:**

You may obtain one or more (depending on the state) additional copies of your credit report, free of charge. You must contact each of the credit bureaus directly to obtain such additional report(s).