LAW OFFICES
**SEVILA, SAUNDERS, HUDDLESTON & WHITE**
A PROFESSIONAL CORPORATION
Return Mail Processing Center
P.O. Box 6336
Portland, OR 97228-6336

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City State Zip
Country

Date

***RE: Important Security Notification. Please read this entire letter.***

Dear Sir or Madam:

On April 26, 2019, Sevila, Saunders, Huddleston & White, P.C. ("Sevila, Saunders") became aware of a potential compromise to one of its email accounts. Sevila, Saunders is a law firm located in the Leesburg, Virginia area that handles real estate closings. Sevila, Saunders immediately undertook investigation, which included retaining an expert forensic company to analyze the affected account. It was ultimately determined that one account was potentially compromised from March 7, 2019 until April 26, 2019, which may have allowed access to your personal information, including names, date of birth, addresses, financial account numbers, routing numbers, social security number, digital signature, and/or driver's license number.

While we have no information to suggest that any information was misused during this compromise, and while this information may not constitute personal information under the law, we are providing this notification to you out of an abundance of caution and so that you may diligently monitor your accounts. We take great care in the security of our technology systems, and regret that this incident has occurred.

**What Did We Do to Protect Your Information**?

Please be assured that Sevila, Saunders has taken every step necessary to address the incident, and that we are committed to fully protecting all of the information that you have entrusted to us. We have worked with data privacy experts and other professionals to further protect your privacy. We are concerned about our valued customers, work force, and business partners. We have already taken steps to fix the issue and strengthen our systems, and will continue to do so throughout this response process and beyond. We have also implemented the following protective measures:

- Implementing additional technological security measures; and
- Reviewing procedures and safeguards for making information available on our website.

In addition, and to help protect your identity, we are offering a complimentary one-year membership in TransUnion's *my*TrueIdentity credit monitoring.

**TransUnion® *my*TrueIdentity provides you with the following key features:**

- The daily credit monitoring service will notify you if there are any critical changes to your credit file at TransUnion, including fraud alerts, new inquiries, new accounts, new public records, late payments, changes of address, and more.
- Unlimited access to your TransUnion® credit report and credit score.
- The service also includes access to an identity restoration program that provides assistance in the event that your identity is compromised and up to $1,000,000 in identity theft insurance with no deductible.[1]

[1] (Policy limitations and exclusions may apply.)

How to Enroll: You can sign up online or via U.S. mail delivery

- To enroll in this service, go to the *my*TrueIdentity website at **www.MyTrueIdentity.com** and, in the space referenced as "Enter Activation Code," enter the 12-letter Activation Code **<<Insert Unique 12-letter Activation Code>>** and follow the three steps to receive your credit monitoring service online within minutes.

- If you do not have access to the Internet and wish to enroll in a similar offline, paper-based credit monitoring service, via U.S. mail delivery, please call the TransUnion Fraud Response Services toll-free hotline at **1-855-288-5422**. When prompted, enter the six-digit telephone passcode **<<Insert static 6-digit Telephone Pass Code>>** and follow the steps to enroll in the offline credit monitoring service, add an initial fraud alert to your credit file, or to speak to a TransUnion representative if you believe you may be a victim of identity theft.

You can sign up for the online or offline credit monitoring service anytime between now and **<<Enrollment Deadline>>**. Due to privacy laws, we cannot register you directly. Please note that credit monitoring services might not be available for individuals who do not have a credit file with TransUnion or an address in the United States (or its territories) and a valid Social Security number. Enrolling in this service will not affect your credit score.

**What You Can Do to Protect Your Information**

Please remain vigilant by reviewing account statements and monitoring free credit reports. There are additional actions you can consider taking to reduce the chances of identity theft or fraud on your account(s). Please refer to the enclosed list of additional actions to reduce your chance of identity theft below. As we go through this process, I would ask the following:

1. Please let us know if you learn of, or experience any suspicious activity with your credit cards. If you suspect fraudulent charges or other suspicious activity, you should report it to your credit card company and potentially to a law enforcement agency as you may be able to file a police report. We will cooperate with any investigations that state and federal law enforcement open, and provide any information we can to assist their efforts.

2. Trust that we are doing, and will continue to do, everything possible to protect your personal information and reduce the likelihood of any further problems.

We sincerely apologize for this incident and regret any inconvenience it may cause you. Should you have questions or concerns regarding this matter, please do not hesitate to contact us at 855-951-0803 between 9:00 a.m. and 9:00 p.m. Eastern Time, Monday through Friday.

Sincerely,

William Fitzpatrick
Principal

## ADDITIONAL ACTIONS TO HELP REDUCE YOUR CHANCES OF IDENTITY THEFT

### ➢ PLACE A 90-DAY FRAUD ALERT ON YOUR CREDIT FILE

An **initial 90-day security alert** indicates to anyone requesting your credit file that you suspect you are a victim of fraud. When you or someone else attempts to open a credit account in your name, increase the credit limit on an existing account, or obtain a new card on an existing account, the lender should take steps to verify that you have authorized the request. If the creditor cannot verify this, the request should not be satisfied. You may contact one of the credit reporting companies below for assistance.

Equifax, Consumer Fraud Division
P.O. Box 105069, Atlanta, GA 30348 Phone: 1.800.525.6285
www.equifax.com

Experian, National Consumer Assistance
P.O. Box 1017, Allen, TX 75013 Phone: 1.888.397.3742
www.experian.com

TransUnion Fraud Victim Assistance Department
P.O. Box 6790, Fullerton, CA 92834
Phone: 1.800.680.7289
www.transunion.com

### ➢ PLACE A SECURITY FREEZE ON YOUR CREDIT FILE

If you are very concerned about becoming a victim of fraud or identity theft, a security freeze might be right for you. Placing a freeze on your credit report will prevent lenders and others from accessing your credit report in connection with any new credit application, which will prevent them from extending credit. A security freeze generally does not apply to circumstances in which you have an existing account relationship and a copy of your report is requested by your existing creditor or its agents or affiliates for certain types of account review, collection, fraud control or similar activities. With a security freeze in place, you will be required to take special steps when you wish to apply for any type of credit. This process is also completed through each of the credit reporting agencies.

### ➢ ORDER YOUR FREE ANNUAL CREDIT REPORTS

Visit www.annualcreditreport.com or call 1-877-322-8228. Once you receive your credit reports, review them for discrepancies. Identify any accounts you did not open or inquiries from creditors that you did not authorize. Verify all information is correct. If you have questions or notice incorrect information, contact the credit reporting company.

### ➢ MANAGE YOUR PERSONAL INFORMATION

Take steps such as: carrying only essential documents with you; being aware of whom you are sharing your personal information with; and shredding receipts, statements, and other sensitive information. Remain vigilant by reviewing account statements and monitoring credit reports.

### ➢ USE TOOLS FROM CREDIT PROVIDERS

Carefully review your credit reports and bank, credit card and other account statements. Be proactive and create alerts on credit cards and bank accounts to notify you of activity. If you discover unauthorized or suspicious activity on your credit report or by any other means, file an identity theft report with your local police and contact a credit reporting company.

### ➢ BE AWARE OF SUSPICIOUS ACTIVITY INVOLVING YOUR HEALTH INSURANCE

Contact your healthcare provider if bills do not arrive when expected, and review your Explanation of Benefit forms to check for irregularities or suspicious activity. You can also contact your health insurance company to notify them of possible medical identity theft or ask for a new account number.

## ➢ OBTAIN MORE INFORMATION ABOUT IDENTITY THEFT AND WAYS TO PROTECT YOURSELF

- Visit http://www.experian.com/credit-advice/topic-fraud-and-identity-theft.html for general information regarding protecting your identity.
- The Federal Trade Commission has an identity theft hotline: 1-877-438-4338; TTY: 1-866-653-4261. They also provide information online at www.ftc.gov/idtheft. For Mail: Identity Theft Clearinghouse, Federal Trade Commission, 600 Pennsylvania Ave., N.W., Washington, DC 20580.
- Individuals can obtain information about steps to avoid identity theft from any of the above credit reporting agencies or your State's Attorney General.