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Fax

To: Jan Meyer	From: Young Lee
Fax: 310-786-1726	Pages: 3
Phone: 804-892-0212	Date: 10/17/08
Re: Data Breach Letter	cc:

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Ms. Meyer

Please find the requested copy of the letter. If you have any questions, please do not hesitate to contact me.

Reg,
Young Lee

[LETTERHEAD]

<A> <City>
<C> <State> <Zip>

<Date>

Dear <Name>,

We are writing to inform you of a recent incident that could affect you. Regrettably, we have recently discovered that the security of some personnel files has been compromised.

The personnel files were inadvertently made available to the public on or about September 9, 2008 through the sharing on the Internet of an employee's home PC hard drive containing the files. The files likely contain your name, address, and social security number.

At this time, we are not aware of any improper use of the personal information contained in the files. Nevertheless, we take any loss of personal data very seriously and have taken steps to help protect you and your personal information. We have implemented additional quality controls to avoid similar incidents in the future. These controls include enhanced security measures that limit remote use to specifically designated individuals and systems.

You have the right to obtain a copy of your credit report for free once a year from each credit reporting agency by contacting one of the agencies listed below or by visiting www.annualcreditreport.com or by calling toll free 877-322-8228. Hearing impaired consumers can access TTD service at 877-730-4104. You may order one, two, or three reports at the same time, or you may stagger your requests during a 12-month period to keep a close eye on the information in your reports. The three credit bureaus are:

Equifax	Experian	TransUnion
877-351-7625	888-397-3742	800-680-7289
www.equifax.com	www.experian.com	www.transunion.com

You also have the right to place an initial "fraud alert" on your credit file. A "fraud alert" lets creditors know that they should contact you before they open a new account in your name. You can do this by calling any one of the three credit reporting agencies at the numbers above. This will let you automatically place fraud alerts with all three agencies listed above. The "fraud alert" will stay on your account for 90 days. After that, you can renew the alert for additional 90 day periods by calling anyone of the agencies.

When you receive your credit report, look it over carefully. In particular, review the report for accounts you did not open, inquiries from creditors that you did not initiate and personal information, such as home address, employment or social security numbers, which is inaccurate. If you see anything that you do not understand, call the credit agency at the telephone number listed on the report. If you do find suspicious activity on your credit report, call your local police department and the Federal Trade Commission and file a report of identity theft. We encourage you to be vigilant about protecting yourself from fraud and identity theft.

To obtain additional information on how to avoid identity theft, please contact the Federal Trade Commission and <state> Attorney General's Office at:

Federal Trade Commission	<Name of State> Attorney General's Office
Consumer Response Center	<Address>
600 Pennsylvania Avenue, NW	<City> <State> <Zip>
Washington, DC 20580	<Website>
www.ftc.gov	<Telephone Number>
1-877-382-4357/TTY: 1-866-653-4261	

If you have additional questions about this incident or for additional assistance, please contact us at: <address>, <telephone number>, and (800) 418-1051 Monday through Friday between 9:00am and 5:00pm EST.

Please be assured that we take the protection of your information very seriously. We apologize for any inconvenience this incident may cause you.

Sincerely,

<Name>
<Title>
<Company>