March 22, 2019

[redacted]

Re: Security Breach Notification

Dear [redacted]

We are writing to inform you of a security incident that may have exposed some of your personal information to unauthorized person(s). We take the protection of your information seriously. The purpose of this letter is to explain the circumstances of this incident and to advise you of the actions we are taking to secure your information.

What Happened and What We Are Doing

Around December 22, 2018, we discovered a sophisticated cyber-attack on our systems that encrypted a number of our files, rendering them unreadable. Promptly after discovering this incident, we involved law enforcement authorities and retained cybersecurity consultants, and we started investigating and addressing the incident. Our systems are up and running again, and we have access to the data that had been encrypted. We are taking security measures that will strengthen our network and assist us in protecting against similar incidents in the future.

What Information Was Involved

The personal information involved in this incident includes names and Social Security Numbers. Although the encryption of our files appeared to be the goal of the person(s) involved in this incident, it is possible that such person(s) may have accessed personal information in the files that were acquired.

What You Can Do

We encourage you to consider taking these additional measures to protect against identity theft:

- Regularly monitor your financial accounts and, if you see any unfamiliar activity, contact your financial institution.

- If your bank or credit card issuer offers free online or mobile alerts that will warn you of suspicious account activity as soon as it's detected, sign up for them.

- Review your credit reports once a year for accounts that you have not opened or other items you don't recognize, such as judgments, liens, collections, or bankruptcies. You can order a credit report for free from www.annualcreditreport.com.

4910 Corporate Centre Drive, Suite 110, Lawrence, KS 66047 • **Phone.** 785.841.1315 • **Fax.** 785.841.1316

- Contact the three national consumer credit reporting companies for information about placing a "fraud alert" and/or a "security freeze" on your credit report to further detect any possible misuse of your personal information.

Equifax	**Experian**	**TransUnion**
P.O. Box 105069	P.O. Box 9554	P.O. Box 2000
Atlanta, GA 30348	Allen, TX 75013	Chester, PA 19016
(800) 525-6285	(888) 397-3742	(888) 909-8872
www.equifax.com	www.experian.com	www.transunion.com

- Contact the Federal Trade Commission (FTC) or review the FTC's website for information about "fraud alerts" and "security freezes," and for information concerning how to monitor and protect your credit and finances.

Bureau of Consumer Protection
Federal Trade Commission
600 Pennsylvania Ave., NW
Washington, DC 20580
1-877-382-4357
www.ftc.gov

- We recommend that you report any suspected identity theft to law enforcement, including your state's Attorney General and the FTC. You can file a report with the FTC through the FTC's online identity theft assistance at www.identitytheft.gov/Assistant, or by calling the FTC's toll-free identity theft hotline at 1-877-438-4338.

Questions

If you have any questions about this security breach and/or the personal information that we maintain about you, please contact Heather Bird by email at heather@ag-source.com or by phone at 785-841-1315.

We apologize for any inconvenience or concern that is caused by this incident.

Sincerely,

Troy Bird
President