



[DATE]

[FIRST MIDDLE] [LAST]  
[ADDRESS 1]  
[ADDRESS 2]  
[CITY] [STATE], [ZIP]

Dear [PREFIX] [LAST]:

KLX Energy Services values and respects the privacy of your information, which is why, as a precautionary measure, we are writing to let you know about a security incident that could potentially involve some of your personal information.

On August 8, 2018, a KLX Energy Services laptop was stolen from one of our employees. This appears to be a crime of opportunity, and KLX Energy Services and the authorities have no specific indication that the thief was interested in or accessed the data, as opposed to the value of the laptop. We have discovered that the laptop likely had files stored in its memory that contained personal information, including yours. We believe this information included [TYPES OF INFORMATION]. Due to the circumstances of the theft, we believe that the risk of misuse of your data is low but we wanted to let you know of the theft and that we are taking this incident seriously.

The Company has notified law enforcement and will notify you if there are any significant developments.

If you have any questions, you may contact me at:

1300 Corporate Center Way, Suite 200  
Wellington, FL 33414

You may also reach me toll-free by calling 1-800-861-1316 and asking the desk to direct you to my line.

Sincerely,

A handwritten signature in black ink, appearing to read "Jonathan Mann".

Jonathan Mann  
Corporate Counsel