



[DATE]

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

Dear [PREFIX] [LAST]:

KLX 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 December 1, 2017, a KLX laptop was stolen from one of our offices. This appears to be a crime of opportunity, and KLX and the authorities have no indication that the thief was interested in or accessed the data, but rather was interested in the value of the laptop. We have discovered that the laptop likely had a file stored in its memory that contained employees' social security numbers and salary information including yours. 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 is working with law enforcement and will notify you if there are any significant developments.

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

Tobi Lebowitz
1300 Corporate Center Way
Wellington, FL 33414
1-888-686-5854
Incident.Response@KLX.com

Sincerely,

A handwritten signature in black ink that reads "T. B. Lebowitz".

TOBI LEBOWITZ
ASSOCIATE GENERAL
COUNSEL-EMPLOYEE
RELATIONS