

February 24, 2016

<name>
<address>
<city>, <state> <zip>

Dear <first name>:

As you may know, L4 suffered a break-in last September, and several pieces of equipment were stolen. We recently realized that the stolen equipment included a laptop that was no longer in use, but we now believe that it was synchronized with folders in the cloud that contained your personal information.

The files that may have been accessible on the laptop include your name, address, social security number, and records documenting the information you supplied to comply with Form I-9 (typically your driver's license number or passport number).

Because we take the protection of your information very seriously, we have arranged for credit monitoring and fraud resolution services for all employees, former employees, and contractors through IDExperts. In addition to alerting you of unauthorized activity on your credit reports, IDExperts specialists can help you resolve any issues that arise out of this or any other incident involving your personal information.

We are providing protection for all employees ongoing and for families and/or employees (depending on your needs) for anyone employed by L4 prior to today's date. Going forward, employees will be given coverage as part of our benefits package. Your IDExperts membership lasts for one year, and will be automatically renewed at L4's expense for as long as you remain an L4 employee.

Whether or not you use IDExperts, we recommend that you monitor your credit reports regularly for fraudulent transactions or accounts. We are aware that there have been several recent incidents of identity theft among L4 employees. We do not have evidence tying these incidents to the theft of our equipment, but as we continue our investigation, we ask that you share with us if you experience any instances of identity theft.

If you suspect fraudulent activity, you can also reach out to your local law enforcement agency or the attorney general, and the Federal Trade Commission operates a helpful website at www.identitytheft.gov. The credit reporting agencies can also provide additional information:

- Equifax: [1-800-525-6285](tel:1-800-525-6285); www.equifax.com; P.O. Box 740241, Atlanta, GA 30374-0241
- Experian: 1-888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9554, Allen, TX 75013
- TransUnion: [1-800-916-8800](tel:1-800-916-8800); www.transunion.com; Fraud Victim Assistance Division, P.O. Box 2000, Chester, PA 19022-2000

We sincerely regret that this has occurred. If you have additional questions about this incident, please contact me directly.

Sincerely,

Bruce James

Founder, L4 Digital