



<<Date>> (Format: Month Day, Year)

<<MemberFirstName>> <<MemberMiddleName>> <<MemberLastName>> <<Suffix>>
<<Address1>>
<<Address2>>
<<City>>, <<State>> <<ZipCode>>

Subject: Notice of Data Breach

Dear <<MemberFirstName>> <<MemberLastName>>>,

I am writing to inform you of a data security incident that may have affected your personal information. At RM Mechanical, Inc. (“RM Mechanical”), we take the privacy and security of your information very seriously. That is why we are contacting you, offering you credit monitoring and identity protection services, and informing you about steps that can be taken to protect your information.

What Happened? On March 4, 2018, RM Mechanical learned of a data security incident that may have affected your personal information. Specifically, RM Mechanical learned that an unauthorized individual gained access to RM Mechanical’s network and that some RM Mechanical files containing personal information may have been accessed or acquired without authorization. As soon as we discovered the incident, we took immediate steps to secure the network and contacted the appropriate law enforcement agencies. We also launched an investigation and retained a leading forensics firm to determine what happened and whether employee and/or customer personal information had been accessed without authorization.

RM Mechanical has no evidence to suggest that your personal information has been misused. Nonetheless, out of an abundance of caution, we are writing to inform you of the incident and to share with you steps that you can take to protect your information.

What Information Was Involved? The information may involve Form W-2 information including names, addresses, Social Security numbers, and other wage and tax information as well as driver’s license numbers.

What Are We Doing? As soon as RM Mechanical discovered the incident, we took the steps described above. We also reported the incident to the Federal Bureau of Investigation (“FBI”) and we are cooperating as appropriate with the FBI in their effort to hold the perpetrators of the incident accountable. In addition, we reported the matter to the Internal Revenue Service / Criminal Investigation Unit (“IRS/CI”) in order to help protect against any fraudulent activity with regard to tax filings. We are also providing you with information about steps that you can take to protect your personal information and are offering you credit identity monitoring services at no cost through Kroll. Those services include twelve (12) months of Credit Monitoring, Fraud Consultation, and Identity Theft Restoration.

Visit krollbreach.idMonitoringService.com to activate and take advantage of your identity monitoring services.
You have until August 17, 2018 to activate your identity monitoring services.
Membership Number: <<Member ID>>

To receive credit services by mail instead of online, please call 1-800-733-9207. Additional information describing your services is included with this letter.

To receive these services, you must be over the age of 18, have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file. If you are not over the age of 18, please contact Kroll to discuss enrolling in alternative services. Finally, we take the security of all information that we store in our systems very seriously and have taken steps to enhance the security of RM Mechanical’s network and all personal information in order to prevent similar incidents from occurring in the future.

What You Can Do: You can follow the recommendations on the following page to protect your personal information. In addition, if you haven't already done so, we encourage you to complete IRS Form 14039, Identity Theft Affidavit, which you can obtain at <http://www.irs.gov/pub/irs-pdf/f14039.pdf>. We recommend that you review your credit report and consider placing a security freeze on your credit file. If you have other identity theft / tax related issues, contact the IRS Identity Protection Specialized Unit at 1-800-908-4490.

For More Information: Further information about how to protect your personal information appears on the following page. If you have questions or need assistance, please call Kroll at 1-800-733-9207, Monday through Friday from 8:00 a.m. to 5:00 p.m. Central Time.

Thank you for your loyalty to RM Mechanical and your patience through this incident. We take your trust in us and this matter very seriously and we deeply regret any worry or inconvenience that this may cause you.

Sincerely,

A handwritten signature in black ink, appearing to read "Brad Hom", with a long horizontal line extending to the right.

Brad Hom, CFO
RM Mechanical

STEPS YOU CAN TAKE TO FURTHER PROTECT YOUR INFORMATION

Review Your Account Statements and Notify Law Enforcement of Suspicious Activity: As a precautionary measure, we recommend that you remain vigilant and review your account statements and credit reports closely. If you detect any suspicious activity on an account, you should promptly notify the financial institution or suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission (the "FTC").

Copy of Credit Report: You may obtain a free copy of your credit report from each of the three major credit reporting agencies once every 12 months by visiting <http://www.annualcreditreport.com/>, calling toll-free 877-322-8228, or by completing an Annual Credit Report Request Form and mailing it to Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348. You can also contact one of the following three national credit reporting agencies:

Equifax	Experian	TransUnion	Free Annual Report
P.O. Box 105851 Atlanta, GA 30348 1-800-525-6285 www.equifax.com	P.O. Box 9532 Allen, TX 75013 1-888-397-3742 www.experian.com	P.O. Box 1000 Chester, PA 19016 1-877-322-8228 www.transunion.com	P.O. Box 105281 Atlanta, GA 30348 1-877-322-8228 www.annualcreditreport.com

Fraud Alert: You may want to consider placing a fraud alert on your credit report. An initial fraud alert is free and will stay on your credit file for at least 90 days. The alert informs creditors of possible fraudulent activity within your report and requests that the creditor contact you prior to establishing any accounts in your name. To place a fraud alert on your credit report, contact any of the three credit reporting agencies identified above. Additional information is available at <http://www.annualcreditreport.com>.

Security Freeze: In some U.S. states, you have the right to put a security freeze on your credit file. This will prevent new credit from being opened in your name without the use of a PIN number that is issued to you when you initiate the freeze. A security freeze is designed to prevent potential creditors from accessing your credit report without your consent. As a result, using a security freeze may interfere with or delay your ability to obtain credit. You must separately place a security freeze on your credit file with each credit reporting agency. If you request a security freeze from a consumer reporting agency there may be a fee up to \$10 to place, lift or remove the security freeze. In order to place a security freeze, you may be required to provide the consumer reporting agency with information that identifies you including your full name, Social Security number, date of birth, current and previous addresses, a copy of your state-issued identification card, and a recent utility bill, bank statement or insurance statement.

Additional Free Resources: You can obtain information from the consumer reporting agencies, the FTC or from your respective state Attorney General about steps you can take toward preventing identity theft. You may report suspected identity theft to local law enforcement, including to the FTC or to the Attorney General in your state. Residents of Maryland, North Carolina, and Rhode Island can obtain more information from their Attorneys General using the contact information below.

Federal Trade Commission	Maryland Attorney General	North Carolina Attorney General	Rhode Island Attorney General
600 Pennsylvania Ave, NW Washington, DC 20580 consumer.ftc.gov , and www.ftc.gov/idtheft 1-877-438-4338	200 St. Paul Place Baltimore, MD 21202 oag.state.md.us 1-888-743-0023	9001 Mail Service Center Raleigh, NC 27699 ncdoj.gov 1-877-566-7226	150 South Main Street Providence, RI 02903 http://www.riag.ri.gov 401-274-4400

You also have certain rights under the Fair Credit Reporting Act (FCRA): These rights include knowing what is in your file; disputing incomplete or inaccurate information; and requiring consumer reporting agencies correct or delete inaccurate, incomplete, or unverifiable information. For more information about the FCRA, please visit <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf>.



TAKE ADVANTAGE OF YOUR IDENTITY MONITORING SERVICES

You've been provided with access to the following services¹ from Kroll:

Single Bureau Credit Monitoring

You will receive alerts when there are changes to your credit data—for instance, when a new line of credit is applied for in your name. If you do not recognize the activity, you'll have the option to call a Kroll fraud specialist, who can help you determine if it's an indicator of identity theft.

Fraud Consultation

You have unlimited access to consultation with a Kroll fraud specialist. Support includes showing you the most effective ways to protect your identity, explaining your rights and protections under the law, assistance with fraud alerts, and interpreting how personal information is accessed and used, including investigating suspicious activity that could be tied to an identity theft event.

Identity Theft Restoration

If you become a victim of identity theft, an experienced Kroll licensed investigator will work on your behalf to resolve related issues. You will have access to a dedicated investigator who understands your issues and can do most of the work for you. Your investigator can dig deep to uncover the scope of the identity theft, and then work to resolve it.

¹ Kroll's activation website is only compatible with the current version or one version earlier of Internet Explorer, Chrome, Firefox, and Safari. To receive credit services, you must be over the age of 18 and have established credit in the U.S., have a Social Security number in your name, and have a U.S. residential address associated with your credit file.