



June 15, 2017

John Doe  
123 Main Street  
Town, MONTANA 07102

Dear John Doe,

We at UBT value your business and respect the privacy of your personal information, which is why we are writing to notify you of a data security incident at UBT. Our website experienced a data security breach which may have compromised the personal information of some of our clients. In spite of our security measures, cyber attackers forced their way into our website in August or September of last year, inserting malware into the software supporting our website. The malware was present until January 2017 when we discovered and quarantined it. Thereafter, we immediately took steps to remove the malware and secure our system. We also engaged cyber security consultants to analyze the design of our website, the invasion of the website, and the steps already taken to cure the breach and prevent future breaches, as well as to advise on steps that could be taken in the future to further strengthen the website's security.

Unfortunately, the malware enabled the cyber attackers to obtain, through electronic means, customer information from some clients. This information would have included names, billing and shipping addresses, email addresses, credit card numbers, CVV ("Card Verification Value") numbers, credit card expiration dates, and website passwords. While we cannot determine with absolute certainty that your information was stolen, you visited our website during the compromised time period, so your information may have been taken.

We take the security of your personal information very seriously and are very sorry that the privacy of your personal information may have been compromised. If you have any questions regarding the incident, please contact us by either calling (866) 996 – 6336 extension 18050 or by email at [databreach@ubteam.com](mailto:databreach@ubteam.com).

Once again, we deeply regret this incident and are working to ensure that we deliver an experience at UBT that you can trust.

Sincerely,

