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November 4, 2020

F9281-L01-0000001 T00001 P001 \*\*\*\*\*MIXED AADC 159



SAMPLE A SAMPLE - L01 INDIVIDUAL  
 APT 123  
 123 ANY ST  
 ANYTOWN, US 12345-6789



Dear Sample A Sample:

Penn United Technologies, Inc. (“Penn United”) is writing to notify you of a recent incident that may affect the security of some of your personal information. This letter provides details of the incident, our response, and resources available to you to help protect your information, should you feel it is appropriate to do so.

**What Happened?** On September 23, 2020, Penn United discovered that certain systems in its environment were inaccessible. We immediately launched an investigation with the assistance of a third-party forensic investigator to determine the full nature and scope of what occurred. Through this investigation, we determined that an unknown actor gained access to certain Penn United systems and that certain files were viewed and/or taken by the unknown actor. Evidence suggests this information may have been compromised between September 15, 2020 and September 23, 2020. Penn United conducted an internal review to determine what information may have been present in those files, and to whom that information belongs. Penn United then worked quickly to identify contact information and put in place resources to assist you.

**Why Are You Getting This Letter?** We determined that your information was on our network at the time of the incident and may have been acquired by an unauthorized user.

**What Information Was Involved?** Through our investigation, we determined that the following types of your information may have been impacted by this incident: name, social security number, driver’s license number and bank account information.

**What We Are Doing.** The confidentiality, privacy, and security of information in our care is one of our highest priorities. Upon discovering this incident, Penn United reset passwords, immediately started an investigation, and took steps to further secure our systems. We are also notifying necessary regulatory entities. We are notifying potentially impacted individuals, including you, so that you may take further steps to best protect your personal information, should you feel it is appropriate to do so. Although we do not have any evidence that identity theft or fraud occurred as a result of this incident, we are offering identity theft protection services through Experian for twelve (12) months at no cost to you as an added precaution.

**What You Can Do.** We encourage you to remain vigilant against incidents of identity theft and fraud, review your account statements, and monitor your credit reports for suspicious activity and to detect errors. Additional information and resources are included in the enclosed “Steps You May Take To Help Protect Personal Information.” You may also enroll in the complimentary credit monitoring services available to you.

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 Markets Demanding Precision Components and Tooling  
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***For More Information.*** We understand you may have questions that are not answered in this letter. If you have questions, please email us at [Security@pennunited.com](mailto:Security@pennunited.com) and we will respond to your questions via email or please contact our dedicated assistance line at (724)352-1507 Ext 4727, Monday through Friday, between 10:00 a.m. and 4:00 p.m. EST. If we are assisting other callers when you call us, please leave a detailed message and we will return the call. Protecting your information is important to us, and Penn United remains committed to safeguarding the information in our care.

Sincerely,

Bill Jones  
President  
Penn United Technologies, Inc.

## STEPS YOU MAY TAKE TO HELP PROTECT PERSONAL INFORMATION

### Enroll in Credit Monitoring

To help protect your identity, we are offering a complimentary one-year membership of Experian's® IdentityWorks<sup>SM</sup>. This product provides you with superior identity detection and resolution of identity theft. To activate your membership and start monitoring your personal information please follow the steps below:

- Ensure that you **enroll by: 01/31/2021** (Your code will not work after this date.)
- **Visit** the Experian IdentityWorks website to enroll: <https://www.experianidworks.com/3bcredit>
- Provide your **activation code: ABCDEFGHI**

If you have questions about the product, need assistance with identity restoration or would like an alternative to enrolling in Experian IdentityWorks online, please contact Experian's customer care team at 877.890.9332 by **01/31/2021**. Be prepared to provide engagement number **ENGAGE** as proof of eligibility for the identity restoration services by Experian.

### **ADDITIONAL DETAILS REGARDING YOUR 12-MONTH EXPERIAN IDENTITYWORKS MEMBERSHIP:**

A credit card is **not** required for enrollment in Experian IdentityWorks.

You can contact Experian **immediately** regarding any fraud issues, and have access to the following features once you enroll in Experian IdentityWorks:

- **Experian credit report at signup:** See what information is associated with your credit file. Daily credit reports are available for online members only.\*
- **Credit Monitoring:** Actively monitors Experian, Equifax and Transunion files for indicators of fraud.
- **Identity Restoration:** Identity Restoration specialists are immediately available to help you address credit and non-credit related fraud.
- **Experian IdentityWorks ExtendCARE<sup>TM</sup>:** You receive the same high-level of Identity Restoration support even after your Experian IdentityWorks membership has expired.
- **Up to \$1 Million Identity Theft Insurance<sup>\*\*</sup>:** Provides coverage for certain costs and unauthorized electronic fund transfers.

If you believe there was fraudulent use of your information and would like to discuss how you may be able to resolve those issues, please reach out to an Experian agent at 877.890.9332. If, after discussing your situation with an agent, it is determined that Identity Restoration support is needed, then an Experian Identity Restoration agent is available to work with you to investigate and resolve each incident of fraud that occurred (including, as appropriate, helping you with contacting credit grantors to dispute charges and close accounts; assisting you in placing a freeze on your credit file with the three major credit bureaus; and assisting you with contacting government agencies to help restore your identity to its proper condition).

Please note that this Identity Restoration support is available to you for one year from the date of this letter and does not require any action on your part at this time. The Terms and Conditions for this offer are located at [www.ExperianIDWorks.com/restoration](http://www.ExperianIDWorks.com/restoration). You will also find self-help tips and information about identity protection at this site.

*\* Offline members will be eligible to call for additional reports quarterly after enrolling*

*\*\* The Identity Theft Insurance is underwritten and administered by American Bankers Insurance Company of Florida, an Assurant company. Please refer to the actual policies for terms, conditions, and exclusions of coverage. Coverage may not be available in all jurisdictions.*



**Monitor Your Accounts**

Under U.S. law, you are entitled to one free credit report annually from each of the three major credit reporting bureaus. To order your free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com) or call, toll-free, 1-877-322-8228. You may also contact the three major credit bureaus listed below directly to request a free copy of your credit report.

You have the right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. Pursuant to federal law, you cannot be charged to place or lift a security freeze on your credit report. Should you wish to place a security freeze, please contact the major consumer reporting agencies listed below:

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/freeze/center.html](http://www.experian.com/freeze/center.html)

**TransUnion**

P.O. Box 160  
Woodlyn, PA 19094  
1-888-909-8872  
[www.transunion.com/credit-freeze](http://www.transunion.com/credit-freeze)

**Equifax**

P.O. Box 105788  
Atlanta, GA 30348-5788  
1-800-685-1111  
[www.equifax.com/personal/credit-report-services](http://www.equifax.com/personal/credit-report-services)

In order to request a security freeze, you will need to provide the following information:

1. Your full name (including middle initial as well as Jr., Sr., II, III, etc.);
2. Social Security number;
3. Date of birth;
4. If you have moved in the past five (5) years, the addresses where you have lived over the prior five years;
5. Proof of current address, such as a current utility bill or telephone bill;
6. A legible photocopy of a government-issued identification card (state driver’s license or ID card, military identification, etc.);
7. If you are a victim of identity theft, a copy of either the police report, investigative report, or complaint to a law enforcement agency concerning identity theft.

As an alternative to a security freeze, you have the right to place an initial or extended “fraud alert” on your file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting seven years. Should you wish to place a fraud alert, please contact any one of the agencies listed below:

**Experian**

P.O. Box 9554  
Allen, TX 75013  
1-888-397-3742  
[www.experian.com/fraud/center.html](http://www.experian.com/fraud/center.html)

**TransUnion**

P.O. Box 2000  
Chester, PA 19016  
1-800-680-7289  
[www.transunion.com/fraud-victim-resource/place-fraud-alert](http://www.transunion.com/fraud-victim-resource/place-fraud-alert)

**Equifax**

P.O. Box 105069  
Atlanta, GA 30348  
1-888-766-0008  
[www.equifax.com/personal/credit-report-services](http://www.equifax.com/personal/credit-report-services)