[NAME]

[STREET ADDRESS]

[CITY, STATE AND POSTAL CODE]

[DATE]

Dear [NAME]:

**Re: Data Security Breach**

We are writing to inform you that on or about July 16, 2021, Proliant Settlement Systems, LLC (“Proliant”) learned of unauthorized access to its cloud computing vendor that may have involved your personal information. Proliant provides contracted title and settlement services to title agencies that perform real estate closings, which included a real estate closing with which you may have been associated.

Proliant takes the security of personal information seriously and promptly investigated the security incident. The investigation could not rule out that your personal information, including driver’s license number, social security number, passport number, or financial information, had not been accessed as a result of the security breach.

We are confident that the actions we have taken, including implementing added security measures to our cloud computing systems, will help protect against similar incidents in the future. However, if any new information about your personal information becomes available to us, we will notify you as soon as possible.

As a precautionary measure, we recommend that you remain vigilant by reviewing your account statements and credit reports closely. Please see the attached document on steps you can take to protect your information.

Proliant is providing you with free credit monitoring services from Equifax to help protect your information. To enroll, please follow the enclosed Equifax enrollment instructions. You must enroll no later than \_\_\_\_\_\_.

For further information or assistance, you may call our toll-free hotline at \_\_\_\_\_\_.

Sincerely,

Proliant Settlement Systems, LLC

2100 Coe Court

Auburn Hills, MI 48326

STEPS YOU CAN TAKE TO PROTECT YOUR INFORMATION

**Obtain a copy of your 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 print a copy of the request form at <https://www.annualcreditreport.com/manualRequestForm.action>. Or you can elect to purchase a copy of your credit report by contacting one of the three national credit reporting agencies. Contact information for the three national credit reporting agencies for the purpose of requesting a copy of your credit report or for general inquiries is provided below:

|  |  |  |
| --- | --- | --- |
| Equifax (800) 685-1111 www.equifax.com P.O. Box 740241 Atlanta, GA 30374  | Experian (888) 397-3742 www.experian.com 535 Anton Blvd., Suite 100 Costa Mesa, CA 92626  | TransUnion (800) 916-8800 www.transunion.com P.O. Box 6790 Fullerton, CA 92834 |

Place fraud alerts

You may place 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 [www.annualcreditreport.com](http://www.annualcreditreport.com).

**Implement a security freeze**

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. Additionally, if you request a security freeze from a consumer reporting agency there may be a fee 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.

**Report suspicious activity**

If you detect any suspicious activity on an account, you should promptly notify the financial institution or company with which the account is maintained. You should also promptly report any fraudulent activity or any suspected incidence of identity theft to proper law enforcement authorities, your state attorney general, and/or the Federal Trade Commission. To file a complaint with the FTC, go to <http://www.reportfraud.ftc.gov/#/> or call 1-877-ID-THEFT (877-438-4338). Complaints filed with the FTC will be added to the FTC's Identity Theft Data Clearinghouse, which is a database made available to law enforcement agencies. The FTC can be reached by mail at 600 Pennsylvania Avenue NW, Washington, DC 20580. You may also obtain information from the Federal Trade Commission about fraud alerts and security freezes.

**Combat identity theft**

A copy of *Taking Charge: What to Do if Your Identity is Stolen*, a comprehensive guide from the FTC to help you guard against and deal with identity theft, can be found on the FTC's website at <https://www.bulkorder.ftc.gov/system/files/publications/501a_idt_a_recovery_plan_508.pdf>.