<Return Name>

c/o Cyberscout

<Return Address>

<City> <State> <Zip>

<FirstName> <LastName>

<Address1>

<Address2>

<City><State><Zip>

January xx, 2024

**Notice of Data Breach**

Dear <<FirstName>> <<LastName>>,

We are writing to tell you about a data security incident that may have exposed some of your personal information. We take the protection and proper use of your information very seriously. For this reason, we are contacting you directly to explain the circumstances of the incident.

While we have no reason to believe that your personal information has been misused, we are notifying you so that you have the information and tools necessary to help detect and prevent any misuse of your personal information.

What Happened?

On or about January 18, 2024, Entellus, Inc. (“Entellus”) learned that a network compromise by an unauthorized party may have resulted in the exposure of your personal information. It appears the compromise began on January 26, 2023, and ended on or about February 4, 2023.

What Information Was Involved?

The personal information affected by the exposure may have included: first and last name, date of birth, driver’s license number or state identification number, financial account number, financial account access information, health insurance identification number, passport number, Social Security Number, and/or username and password.

**What We Are Doing.**

Entellus deeply regrets that this incident occurred. We retained a third-party firm to conduct a forensic investigation concerning this incident. Additionally, we have implemented additional security measures designed to prevent the recurrence of such an attack.

To help relieve concerns and restore confidence following this incident, we are providing you with access to **SingleBureau Credit Monitoring/Single Bureau Credit Report/Single Bureau Credit Score** services at no charge. These services provide you with alerts for <<service length>> months from the date of enrollment when changes occur to your credit file.  This notification is sent to you the same day that the change or update takes place with the bureau. Finally, we are providing you with proactive fraud assistance to help with any questions that you might have or in event that you become a victim of fraud. These services will be provided by Cyberscout through Identity Force, a TransUnion company specializing in fraud assistance and remediation services.

To enroll in Credit Monitoring services at no charge, please log on to **https://secure.identityforce.com/benefit/entellus** and follow the instructions provided.When prompted please provide the following unique code to receive services: **<unique code>**.

In order for you to receive the monitoring services described above, you must enroll within 90 days from the date of this letter. The enrollment requires an internet connection and e-mail account and may not be available to minors under the age of 18 years of age. Please note that when signing up for monitoring services, you may be asked to verify personal information for your own protection to confirm your identity.

What You Can Do.

Please review the enclosed “Additional Resources” section included with this letter. This section describes additional steps you can take to help protect yourself, including recommendations by the Federal Trade Commission regarding identity theft protection and details on how to place a fraud alert or a security freeze on your credit file. We also recommend that you remain vigilant by reviewing account statements and monitoring your free credit reports.

For More Information.

If you have questions, please call 1-800-405-6108, Monday through Friday from 8:00 a.m. to 8:00 p.m. Eastern Time, excluding holidays and supply the fraud specialist with your unique code listed above.

Sincerely,

Entellus, Inc.

3033 N 44th St STE 250

Phoenix, AZ 85018

**ADDITIONAL INFORMATION**

**If you choose to place a fraud alert on your own, you will need to contact one of the three major credit agencies directly at:**

Experian (1-888-397-3742) Equifax (1-800-525-6285) TransUnion (1-800-680-7289)

P.O. Box 4500 P.O. Box 740241 P.O. Box 2000

Allen, TX 75013 Atlanta, GA 30374 Chester, PA 19016

[www.experian.com](http://www.experian.com) [www.equifax.com](http://www.equifax.com) [www.transunion.com](http://www.transunion.com)

**Also, should you wish to obtain a credit report and monitor it on your own:**

* IMMEDIATELY obtain free copies of your credit report and monitor them upon receipt for any suspicious activity. You can obtain your free copies by going to the following website: [www.annualcreditreport.com](http://www.annualcreditreport.com) or by calling them toll-free at 1-877-322-8228. (Hearing impaired consumers can access their TDD service at 1-877-730-4204.
* Upon receipt of your credit report, we recommend that you review it carefully for any suspicious activity.
* **Fraud Alerts.** There are two types of fraud alerts you can place on your credit report to put your creditors on notice that you may be a victim of fraud—an initial alert and an extended alert. You may ask that an initial fraud alert be placed on your credit report if you suspect you have been, or are about to be, a victim of identity theft. An initial fraud alert stays on your credit report for at least one year. You may have an extended alert placed on your credit report if you have already been a victim of identity theft and you have the appropriate documentary proof. An extended fraud alert stays on your credit report for seven years. You can place a fraud alert on your credit report by contacting any of the three national credit reporting agencies.
* **Security Freeze.** You have the ability to place a security freeze, also known as a credit freeze, on your credit report free of charge. A security freeze is intended to prevent credit, loans and services from being approved in your name without your consent. To place a security freeze on your credit report, you may use an online process, an automated telephone line, or submit a written request to any of the three credit reporting agencies listed above. The following information must be included when requesting a security freeze (note that, if you are requesting a credit report for your spouse, this information must be provided for him/her as well): (1) full name, with middle initial and any suffixes; (2) Social Security number; (3) date of birth; (4) current address and any previous addresses for the past 5 years; and (5) any applicable incident report or complaint with a law enforcement agency or the Registry of Motor Vehicles. The request must also include a copy of a government-issued identification card and a copy of a recent utility bill or bank or insurance statement. It is essential that each copy be legible, and display your name, current mailing address, and the date of issue**.**
* **Federal Trade Commission and State Attorneys General Offices**. If you believe you are the victim of identity theft or have reason to believe your personal information has been misused, you should immediately contact the Federal Trade Commission and/or the Attorney General’s office in your home state. You may also contact these agencies for information on how to prevent or minimize the risks of identity theft. You may contact the Federal Trade Commission,Consumer Response Center, 600 Pennsylvania Avenue, NW, Washington, DC 20580, www.ftc.gov/bcp/edu/microsites/idtheft/, 1-877-IDTHEFT (438-4338).

**For Iowa residents:** You are advised to report any suspected identity theft to law enforcement or to the Iowa Attorney General.

**For Oregon residents:** You are advised to report any suspected identity theft to law enforcement, the Federal Trade Commission, and the Oregon Attorney General.