



(Date)

(Person's Name)

(Person's Address)

Dear (Person),

We are sending this letter to you as part of LADD Inc.'s commitment to the privacy of every individual we support. We take person supported privacy very seriously, and it is important to us that you are made fully aware of a potential privacy issue. We have learned that your personal information, including name, address, (list additional as needed), may have been compromised. On (specify date of incident discovered), it was discovered that (give details of the incident). We reported the incident to the police because theft may have been involved (if applicable). However, we have not received any indication that the information has been accessed or used by an unauthorized individual.

We are aware of how important your personal information is to you and have a few options for you to choose from in order to take steps to protect yourself. If you choose, as a measure of added security, we are offering one year of credit monitoring and reporting services at no cost to you. This service is performed through (name of service), an organization that watches for and reports to you unusual credit activity, such as creating new accounts in your name. (name of service) will also request that the three credit bureaus place a "Fraud Alert" on your credit report. If you would like to receive this service, please respond yes by (give deadline date).

We understand that this may be an inconvenience to you. We sincerely apologize and regret this situation has occurred. LADD Inc. is committed to providing quality care, including protecting your personal information, and we want to assure you that we have policies, procedures and dedicated staff to protect your privacy.

If you want to take advantage of the free credit monitoring service, or if you have any questions, please contact me at 269-782-0654.

Sincerely,

Ted Coffeen