



**focusIT**

14362 N Frank Lloyd Wright Blvd  
Suite #1000  
Scottsdale AZ 85260

September 28, 2022

XXXXXXXXXX XXXXX  
XXX XXXXXX Xx  
XXXX XXXXXXXXXXXX XX XXXXXX

**Re: NOTICE OF DATA BREACH**

Dear XXXXXXXXXXXX XXXXX:

We write to inform you of a recent incident that may have involved personal information about you.

**WHAT HAPPENED?** On August 2, 2022, focusIT, Inc., a third-party vendor of XXXXX XXXXXXXXXXXX, who facilitates Residential Mortgage application processing, was notified by the Texas Financial Crimes Intelligence Center that unknown threat actor(s) potentially compromised a third party system in the focusIT environment. This compromise resulted in your personal information potentially being accessed by unknown threat actors. This incident was swiftly investigated and contained.

**WHAT INFORMATION WAS INVOLVED?** Personal information of applicants or account holders including your name, date of birth, address, and Social Security number.

**WHAT WE ARE DOING.** As a victim of this crime, we are working with the appropriate law enforcement and regulatory officials including the FBI. Please know that protecting your personal information is something that we take very seriously. We apologize for both this unfortunate incident and any inconvenience it may cause you. We are providing notice and offering free credit monitoring services to certain individuals based on the personal information that was potentially exposed. If you believe your personal information was affected, please contact us so that we may pursue our investigation to the fullest extent of the law.

**WHAT YOU CAN DO.** The Federal Trade Commission (FTC) recommends that you remain vigilant by checking your credit reports periodically. Checking your credit reports can help you spot problems and address them quickly. You can also order free copies of your annual reports through [www.annualcreditreport.com](http://www.annualcreditreport.com). You should monitor your financial accounts for any suspicious activity. For more information about steps you can take to reduce the likelihood of identity theft or fraud, call 1-877-ID-THEFT (877-438-4338), visit the FTC’s website at <http://www.ftc.gov/bcp/edu/microsites/idtheft/>, or write to: Federal Trade Commission, 600 Pennsylvania Avenue, NW, Washington, DC 20580. However, if you believe you are the victim of identity theft, you should immediately contact your local law enforcement agency, your state’s attorney general, or the FTC. In addition, the National Cyber Security Alliance offers tips to protect yourself online at: <https://staysafeonline.org/resources/online-safety-privacy-basics/>.

We have arranged for you to receive free credit monitoring services to help you protect your identity and credit information. (See enclosed instructions.) If you choose to enroll, you will receive communications detailing any key changes to your credit reports. Your coverage will last for 1 year from the date of enrollment.

**OTHER IMPORTANT INFORMATION.**

**Contact Information for Consumer Reporting Agencies and Information on Credit Report Fraud Alerts**

You may also choose to place a fraud alert on your credit file, which is free of charge to you and can be done with any *one* of the companies listed below (i.e., if you place a fraud alert with one company, they will automatically notify the others). A fraud alert tells creditors to contact you *before* they open any new accounts or change your existing accounts.

	<b>Experian</b>	<b>Equifax</b>	<b>TransUnion</b>
<b>Phone</b>	1-888-397-3742	1-800-525-6285 or 1-888-766-0008	1-800-680-7289
<b>Address</b>	Experian Fraud Division P.O. Box 9554 Allen, TX 75013	Equifax Consumer Fraud Division PO Box 105069 Atlanta, GA 30348	TransUnion LLC P.O. Box 2000 Chester, PA 19016
<b>Online Fraud Alert Form</b>	<a href="https://www.experian.com/fraud/center.html">https://www.experian.com/fraud/center.html</a>	<a href="https://www.equifax.com/personal/credit-report-services/">https://www.equifax.com/personal/credit-report-services/</a>	<a href="https://fraud.transunion.com/fraudAlert/landingPage.jsp">https://fraud.transunion.com/fraudAlert/landingPage.jsp</a>

**Information on Security Freezes**

In addition to a fraud alert, you may place a security freeze on your credit file. A security freeze will block a credit bureau from releasing information from your credit report without your prior written authorization. Please be aware that it may delay, interfere with, or prevent the timely approval of any requests you make for new loans, mortgages, employment, housing or other services. There is no charge to place, temporarily lift or remove a freeze.

To place a security freeze on your credit report, you may send a written request to **each** of the major consumer reporting agencies by mail or place a security freeze online by visiting **each** consumer reporting agency online.

	<b>Experian</b>	<b>Equifax</b>	<b>TransUnion</b>
<b>Address</b>	Experian Security Freeze P.O. Box 9554 Allen, TX 75013	Equifax Security Freeze P.O. Box 105788 Atlanta, Georgia 30348	TransUnion LLC P.O. Box 160 Woodlyn, PA 19094
<b>Online Security Freeze Form</b>	<a href="https://www.experian.com/freeze/center.html">https://www.experian.com/freeze/center.html</a>	<a href="https://www.equifax.com/personal/credit-report-services">https://www.equifax.com/personal/credit-report-services</a>	<a href="https://www.transunion.com/credit-freeze">https://www.transunion.com/credit-freeze</a>

**FOR MORE INFORMATION.** If you have any questions, please feel free to call **1-888-572-6971**. We sincerely regret that this incident occurred.

Sincerely,

*focusIT Security Team*