



Return Mail Processing
PO Box 999
Suwanee, GA 30024

78 1 17526 *****SNGLP

SAMPLE A. SAMPLE - Individual

APT ABC



123 ANY ST

ANYTOWN, US 12345-6789



December 1, 2022

[Extra1]

Dear Sample A. Sample:

This letter is being sent on behalf of Macmillan and its affiliates, which includes Macmillan Publishers, Macmillan Learning, and MPS. Macmillan recently identified and immediately addressed a network security incident within our system. Following a full and thorough investigation, we have unfortunately determined that some of your personal information may have been impacted. This letter provides you with information about the incident, the steps we have already taken to address this matter, and steps you can take to further protect your personal information.

What Happened? On June 25, 2022, Macmillan became aware of suspicious activity affecting specific systems that included the encryption of certain files on our network. We immediately launched an investigation with the assistance of third-party specialists, to confirm the full nature and scope of the activity and to restore functionality to the affected systems. The investigation determined that certain information was accessed without authorization and taken from Macmillan U.S. systems between June 16, 2022, and June 25, 2022. Following this determination, we engaged the assistance of third-party specialists to conduct a thorough manual review of all information potentially impacted. On November 1, 2022, we concluded the review and determined that the information at issue included some personal information. We have since worked to determine contact information for those impacted individuals where needed in order to provide you with this notice and equip you with information that may be helpful.

What Information Was Involved? The personal information that was taken from the impacted files includes your name and [Extra2]. Please note that we have no evidence that your personal information was subject to any actual or attempted misuse as a result of this incident.

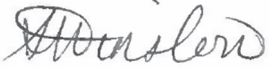
What We Are Doing. Safeguarding the privacy of information in our care and the security of our network is one of our top priorities. We are committed to the security of information within our care, so we have instituted additional safeguards, have been and are continuing to review our existing policies and procedures regarding cybersecurity, and will continue to evaluate additional measures and safeguards to try to further protect against this type of incident in the future. We also promptly notified federal law enforcement of this incident.

What You Can Do. While we are not aware of any actual or attempted misuse of your personal information, out of an abundance of caution, we have arranged to offer you access to twenty-four (24) months of complimentary credit monitoring and identity restoration services provided through Experian, as an added precaution. In order to take advantage of these services available to you, please enroll using the instructions contained in the attached *Steps You Can Take to Protect Personal Information*. We encourage you to remain vigilant against incidents of identity theft and fraud by reviewing your account statements and monitoring your free credit reports for suspicious activity and to detect errors. You may also review the information contained in the attached *Steps You Can Take to Protect Personal Information*.

For More Information. We understand that you may have additional questions about this incident. We have established a special call center with agents who are available to help address any concerns. Should any additional questions arise, please contact our call center at (844) 850-0074, Monday through Friday, during the hours of 9:00 a.m. – 11:00 p.m. Eastern Time, and Saturday and Sunday, during the hours of 11:00 a.m. – 8:00 p.m., excluding US holidays. Be prepared to provide your engagement number B081302. You may also send your questions in writing to Macmillan at 120 Broadway, 22nd Floor, New York, NY 10271, Attn: Security Incident.

We sincerely apologize for any concern or inconvenience this may cause.

Sincerely,



Susan Winslow
CEO, Macmillan Learning



Jon Yaged
Incoming CEO, Macmillan Publishers