

**TO: Clients & Business Partners**  
**FROM: Dan Osberger, CPA**  
**SUBJECT: EMAIL VIRUS**

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On March 8, 2018, we discovered that our Microsoft Outlook Email service had been compromised.

This breach may have resulted in a “bot” mailing out an undisclosed amount of emails to many clients and business contacts. This email was sent in the early hours of February 8, around 4:00 A.M.

We think the purpose of this activity was to spread some type of virus that was included as an email attachment. We do not know the full intent of the virus.

- **The virus did not compromise any of our tax, financial software or accounting records.** We believe it was limited to our email and addresses only.
- We recommend you delete any suspicious email sent at random hours and that you **DO NOT open the attachment.**
- We also recommend running a virus scan or contacting your IT consultant. If you have more questions please feel free to contact us via phone.

I sincerely apologize for the inconvenience this has caused.

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*Osberger Accounting Services and Investment Solutions*  
*PO Box 485, Notre Dame, IN 46556 (574)246-1165*