

Ms. Jane Smith  
Sample Law Firm Name  
1000 Main Street,  
NYC, NY 10018

July 30, 2020

Dear Ms. Smith:

Mr. John Taylor of Big International Business, Inc. has asked us to invite you to participate in the ACC Data Steward Program.

The ACC Data Steward Program creates a standardized framework for assessing, scoring, benchmarking, validating, and accrediting a law firm's posture with regard to client data security. It then enables secure and easy sharing of this profile with the firm's clients or potential clients. The Program leverages controls from existing data security frameworks (e.g. NIST), but it customizes the control selection, available responses, arrangement, and compliance metrics to meet the specific needs of law firms.

ACC members like Big International Business normally asks us to extend such an invitation when they are considering either initiating or extending a relationship with a law firm. The Program enables secure, easy sharing of your information security approach and status between you and BIB (and any other client you may choose to designate). The decision as to how much information you share (and with whom) is completely your decision.

I am attaching a Program Introduction to this note. For more information, including subscription cost, you can refer to the Program website at [www.accdasteward.com](http://www.accdasteward.com), or feel free to contact us directly with questions at [info@accdasteward.com](mailto:info@accdasteward.com).

Yours sincerely,



Janae S. Lee

Contoural, Inc.

Program Administrator of the ACC Data Steward Program