

January 5, 2016

VIA CERTIFIED MAIL, RETURN RECEIPT REQUESTED
Tracking No.: 7013 1710 0001 0288 4836

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Secretary of Labor
Top-Hat Plan Exemption
Employee Benefits Security Administration
Room N-1513
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

Re: SharePointXperts, LLC 2015 Phantom Unit Plan

Dear Secretary:

This letter serves as notice under section 2520.104-23 of the Department of Labor's Regulations that, with respect to the SharePointXperts, LLC 2015 Phantom Unit Plan (the "**Plan**"), SharePointXperts, LLC, a Virginia limited liability company (the "**Employer**") intends to use the alternative form of compliance regarding the reporting and disclosure requirements of Part 1 of Title I of the Employee Retirement Income Security Act of 1974 ("**ERISA**").

Under Regulations section 2520.104-23(b), the following information is provided:

1. The Employer's name and address:

SharePointXperts, LLC
5 Wirt Street, S.W.
Leesburg, VA 20165

2. The Employer's employer identification number: 45-4229031.
3. The Employer declares that it maintains the Plan primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees. The Plan was adopted on December 1, 2015.
4. The Employer states that it maintains only one such plan described in Regulations section 2520.104-23(d). As of this letter's date, the number of employees in the Plan is 2.

Department of Labor

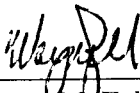
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Under Regulations section 2520.104-23(b)(2), the Employer will provide plan documents, if any, to the Secretary of Labor upon request as required by section 104(a)(1) of ERISA.

Sincerely,

ODIN, FELDMAN & PITTLEMAN, P.C.

By:  _____
Wayne M. Zell, Esq.

cc: Rob Manfredi (via email)

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