

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Re: Cyber Liability Insurance Endorsement Requirement

Dear [Contact Name],

This letter is regarding the existing service agreement between [Your Company Name] and [Vendor Name]. As part of our ongoing commitment to data security and risk management, we are updating our insurance requirements for all technology partners.

Effective [Effective Date], [Vendor Name] is required to provide evidence of Cyber Liability Insurance coverage. This coverage must include, but is not limited to:

- Data breach response and notification costs
- Network security and privacy liability
- Cyber extortion and ransomware coverage
- Business interruption losses resulting from a cyber event

We require a minimum limit of \$[Dollar Amount] per occurrence. Please provide a Certificate of Insurance (COI) naming [Your Company Name] as an Additional Insured via this endorsement.

Please submit the updated documentation to [Department/Email Address] no later than [Due Date]. Failure to provide this endorsement may impact our ability to continue our professional engagement.

If you have any questions regarding these requirements, please contact [Name/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]