

Date: [Insert Date]

To: [Policyholder Name]

Address: [Insert Address]

Policy Number: [Insert Policy Number]

Subject: Reminder: Annual Cyber Liability Insurance Renewal

Dear [Name],

This letter is to remind you that your annual Cyber Liability Insurance policy is scheduled to expire on [Expiration Date]. To ensure your organization remains protected against digital threats and data breaches, it is important to initiate the renewal process immediately.

The cyber threat landscape has evolved significantly over the past year. Maintaining continuous coverage is critical to safeguarding your business from the financial impacts of cyber incidents.

Action Required:

- Review your current coverage limits and deductibles.
- Complete the attached renewal application form.
- Note any significant changes to your IT infrastructure or security protocols.
- Submit the updated documentation by [Deadline Date].

Failure to renew by the expiration date may result in a lapse in coverage, leaving your assets vulnerable to potential claims.

If you have any questions regarding your premiums or need to update your policy details, please contact your account manager at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]