

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Annual Cyber Liability Coverage Gap and Security Review

Dear [Client Contact Name],

As part of our commitment to your risk management strategy, it is time for your annual Cyber Liability Coverage Gap and Security Review. Given the evolving nature of digital threats, we must ensure your current policy aligns with your operational needs and the latest security requirements.

During this review, we will focus on the following key areas:

- **Coverage Limits:** Assessing if your indemnity limits are sufficient for current data breach costs.
- **Security Controls:** Verifying if your organization meets the updated Multi-Factor Authentication (MFA) and encryption standards required by underwriters.
- **Excluded Risks:** Identifying any new business activities or software integrations that may fall outside your current coverage.
- **Regulatory Compliance:** Ensuring your policy addresses updated state and federal data privacy laws.

To complete this review, please provide the following updated documentation by [Date]:

1. Your most recent IT security audit or internal assessment.
2. Current incident response plan.
3. List of third-party vendors with access to your network.

Please contact me at [Phone Number] or [Email Address] to schedule a brief meeting to discuss your findings and any necessary policy adjustments.

Sincerely,

[Your Name]

[Your Title]

[Company Name]